

Vol 20

**Health and Human Services System Job Mart
Vacancies for the week of May 19, 2005**

Applications, typing/data entry tests, and supplemental questionnaires need to be on file, received, or postmarked on or before the closing date to be considered. ***DO NOT SEND BY INTEROFFICE MAIL!***

Submit to:
DAS State Personnel
1st Floor, 301 Centennial Mall South
P.O. Box 94905
Lincoln, NE 68509
Office Phone: (402) 471-2075 FAX: (402) 471-3754

Once your application is on file, contact State Personnel's office number at (402) 471-2075 to activate your application form. When requesting consideration for any of these vacancies, please be sure to state your name, social security number, and the job title and position number of the job(s) for which you wish to apply.

Employment applications are valid for one year from the date submitted. If you have recently been hired into a permanent position and wish to be considered for a job vacancy, your application must be current!

We do pre-employment drug testing for safety sensitive positions.

Description of vacancies by geographic location

WESTERN NEBRASKA

Staff Care Technician II; Western Nebraska Veterans' Home; \$9.25/hr.

#25-13126 Full-time, 6:00 am-2:30 pm, every other weekend off

#25-13134 Full-time, 2:00 pm-10:30 pm, every other weekend off

#25-13131-12 Part-time, 2:30 pm-6:30 pm, every other weekend off

Perform routine nursing duties involved in care of elderly, mentally and physically incapacitated members in the veterans home. REQUIREMENTS: Must be 18 years of age and completed a approved 76 hour Nursing Assistant course. Able to do heavy lifting (40 lbs – floor to waist, 30 lbs – waist to shoulder, 50 lbs. push and 100 lbs. pull) on a daily basis. Able to stoop, bend, reach overhead and walk or stand up to 90% of the shift. Successful completion of Medication Aide course within first year of employment. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse Supervisor #25-13095; Western Nebraska Veterans' Home; \$17.73-\$20.00/hr. (additional salary based on experience). Schedule: 6:00 am-2:30 pm every other weekend off. Responsible for assessment and direct care through rounds, meeting with members and families. Administration of treatments and medications per policies. Responsible for member evaluations, preparing referrals and reporting. Responsible for direct supervision of team, preparing schedules, performance evaluations, disciplinary actions, and commendations. May assist in facility education program and serve on assigned committees and special projects. REQUIREMENTS: Skill needed in member care and assessments, skill in supervising professional and paraprofessional staff, ability to maintain effective departmental and interdepartmental working relationships, ability to effectively and positively problem solve. Knowledge of nursing care standards, practices, and specialized procedures used in the geriatric client. Knowledge of VA and Health Department regulations for maintaining licensure preferred. Must have demonstrated dependability and at least a satisfactory performance to include positive working relationships in a team setting at all times. Must be a Registered Nurse in the State of Nebraska. **CLOSING DATE: OPEN UNTIL FILLED.**

LPN II #25-13100-R-1; Western Nebraska Veterans' Home; \$12.68/hr. (additional salary based on experience). Schedule: Part-time, 2:00 pm-10:30 pm. Provide primary nursing care within the scope of the LPN. Participates in developing, evaluating, modifying, and implementing member care plans, does data collection; medication and treatment administration. Serve as an advocate for assigned members. Participates in the nursing unit quality improvement, safety, and infection control programs. Provides documentation in accordance with requirements. REQUIREMENTS: Licensed as a Licensed Practical Nurse in Nebraska. Knowledge of professional nursing process, theory, practice and skill in performance. Experience in Long Term Care preferred. Ability to follow instructions in detail legibly completes objective documentation; implement and model appropriate interventions in response to diverse member needs. Speak, read, write and understand the English language. Ability to do heavy lifting and pushing on a daily basis. Ability to walk or stand 90% of shift, stoop, bend and reach overhead. **CLOSING DATE: OPEN UNTIL FILLED.**

Facility Maintenance Technician II #25-13194-2; Western Nebraska Veterans' Home; \$10.79/hr. Full-time. Schedule: M-F 7 am - 3:30 pm (summer), 8 am – 4:30 pm (all other) rotating weekends. Perform semi-skilled to skilled maintenance and repair work in a variety of building, grounds, and equipment. Paints and performs carpentry duties. Maintain repair, and alter plumbing fixtures, water lines, and sewer lines; troubleshoots plumbing malfunctions. Maintain, repair, and alters electrical circuitry, switches, and outlets; service, repair, or replace electrical appliances, motors, and equipment; troubleshoots electrical failures/malfunctions; Maintain/repair machines, equipment and vehicles. Instruct helpers in trades work. Move, load, and unload materials, supplies, furniture, and equipment. REQUIREMENTS: Training and experience in general maintenance and trades preferred. Knowledge of the methods, practices, tools, equipment, and materials associated with a variety of building and mechanical trades. Ability to use/operate tools in a safe manner; follow oral/written instructions. Skill in the use of tools/equipment necessary to perform routine building and grounds maintenance. **CLOSING DATE: OPEN UNTIL FILLED.**

Food Service Assistant #25-13059-6; Western Nebraska Veterans' Home; \$8.08/hr. Part-time, schedule: shifts vary, every other weekend off. Accurately follow menus and approved recipes, checking to see that proper ingredients are used for specialized diets, clean and prepare salads, pastries, and sandwiches per approved recipes. Stock line with proper foods, keeping supply correct. Knowledge of diets and substitutions for proper implementation of doctors written orders; proper way to prewash dishes, operation of dishwasher and storage of clean dishes. Follow infection control policies, sweep and mop floors, wash walls and furnishings. Keep proper records of federally donated foods for reordering, monitor receipt of groceries. Knowledge of overall and dietary care plan for each member, medical terms to read diet orders. Properly observe portion control; adjusts recipes to meet census and portion control, adjusts recipes to meet census and production sheet to eliminate food waste. REQUIREMENTS: Knowledge of special diets and skill in serving; portion control, handling equipment and chemicals properly and making correct choices; skill in successfully following recipes and making changes. Ability to lift up to 40 pounds; communicate verbally and in writing; walk or stand 95% of an 8 hour shift and ability to read labels and dilution ratios of chemicals and proper documents. **CLOSING DATE: OPEN UNTIL FILLED.**

Human Resources Officer #26-72116-1; Western Service Area-Gering; Salary : OPEN. Schedule: M-F, 8-5. The Health and Human Services System, Western Service Area, Human Resources office, located in Gering, Nebraska, is looking for an energetic individual to become part of the Human Resources team. This position of Human Resources Officer will support a team of dedicated employees who provide services to clients in Western and Southwest areas of Nebraska. This person will be responsible for attracting individuals that are enthusiastic about serving the citizens of Nebraska. This person will also be responsible for coordinating the recruiting process, attending job fairs, developing ads, managing Workers Compensation cases, advising supervisors and staff on rules, policies and procedures, providing backup for new employee orientation, managing benefits and providing payroll support. REQUIREMENTS: Work experience in human resources setting. Prefer experience with recruitment practices, developing interview/selection tools, and basic employee relations. Knowledge of state and federal EEO/AA laws. Excellent communication and interpersonal skills. Ability to interpret policies/procedures and assist employees in potentially stressful situations. Research and investigation skills helpful. Prefer proficiency with electronic mail, MS Word, Excel. In-state travel and a valid driver's license required. Education: Preference will be given to individuals who have an Associate's Degree in Business Administration or 2 years of college with emphasis in Human Resources. **CLOSING DATE: 5/31/05.**

HHSS Service Coordinator #25-31703-1; Gering; \$2301/mo. Schedule: M-F. Perform service coordination for people with developmental disabilities including: perform intake and eligibility activities, secure assessments, identify habilitative training needs, assist in accessing due process procedure, monitor and evaluate effectiveness/adequacy of services, coordinate the development of individual/family support plans, ensure medical, legal and financial services needs are met. Serve as liaison for individual/family, conduct on-site monitoring visits and transport people receiving services. Post high school coursework in education, psychology, social work, sociology, or related field plus one year experience within a specialized, developmental disabilities service system in delivery of habilitation or one year experience as a service coordinator. A Bachelors degree in one of the above fields may substitute for the required experience in delivery of habilitation or one year experience as a service coordinator. Good communication skills; valid driver's license; provide a passenger vehicle with liability insurance, travel locally. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: CLOSING DATE: 05/27/05.**

Protection and Safety Trainee/Worker (Children/Juvenile/Adults); #25-31122-4 & 31121; INTERNAL APPLICANTS ONLY; Gering; \$2141-2474/mo. Full-time; M-F, 8-5, rotating weekend on-call. Promotion to Protection and Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. **Applicants are required to view a 25 minute video, providing a realistic job preview of this profession, prior to job interview. Applicants are urged to make arrangements for this when applying.** The video is available at Nebraska Workforce Development Offices, U. of N. School of Social Work locations, State Personnel Office (Lincoln), and other sites. These positions have a caseload that may include a combination of Child and Juvenile Services. Prepare cases with county attorney and testify in court. Develop community resources; work with schools, law

enforcement and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence and court reports. Casework includes children who have been adjudicated as delinquent or status offenders. May physically apprehend and take into custody youth that have violated the conditions of a behavioral contract. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Protection and Safety Trainee/Worker (Children/Juvenile/Adults); #25-31100-1 & 31101; Gering; \$2141-2474/mo. Full-time; M-F, 8-5, rotating weekend on-call. Promotion to Protection and Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. **Applicants are required to view a 25 minute video, providing a realistic job preview of this profession, prior to job interview. Applicants are urged to make arrangements for this when applying.** The video is available at Nebraska Workforce Development Offices, U. of N. School of Social Work locations, State Personnel Office (Lincoln), and other sites. Prepare cases with county attorney and testify in court. Develop community resources; work with schools, law enforcement and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence and court reports. Casework includes children who have been adjudicated as delinquent or status offenders. May physically apprehend and take into custody youth that have violated the conditions of a behavioral contract. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Protection and Safety Trainee/Worker (Children/Juvenile Services) #25-31118-1 & 31804; Gering; \$2141-2474/mo. Full-time; M-F, 8-5, plus rotating on-call schedule. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Applicants are required to view a 25-minute video, providing a realistic job preview of this profession, prior to a job interview. Applicants are urged to make arrangements for this when applying. The video is available at Nebraska Workforce Development Offices, U. of N. School of Social Work locations, State Personnel Office (Lincoln), and other sites. These positions have a caseload that may include a combination of Children and Juvenile Services. Prepare cases with county attorney and testify in court. Develop community resources; work with schools, law enforcement and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence and court reports. Casework includes children who have been adjudicated as delinquent or status offenders. May physically apprehend and take into custody youth that have violated the conditions of a behavioral contract. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Protection and Safety Trainee/Worker (Children/Juvenile/Adults); #25-32100-1 & 32101; North Platte; \$2141-2474/mo. Full-time; M-F, 8-5, rotating weekend on-call. Promotion to Protection and Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. **Applicants are required to view a 25 minute video, providing a realistic job preview of this profession, prior to job interview. Applicants are urged to make arrangements for this when applying.** The video is available at Nebraska Workforce Development Offices, U. of N. School of Social Work locations, State Personnel Office (Lincoln), and other sites. Prepare cases with county attorney and testify in court. Develop community resources; work with schools, law enforcement and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence and court reports. Casework includes children who have been adjudicated as delinquent or status offenders. May physically apprehend and take into custody youth that have violated the conditions of a behavioral contract. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Protection and Safety Trainee/Worker (Children/Juvenile Services) #25-32142 & 32126; INTERNAL APPLICANTS ONLY; North Platte; \$2141-2474/mo. Full-time; M-F, 8-5, plus rotating on-call schedule. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Applicants are required to view a 25-minute video, providing a realistic job preview of this profession, prior to a job interview. Applicants are urged to make arrangements for this when applying. The video is available at Nebraska Workforce Development Offices, U. of N. School of Social Work locations, State Personnel Office (Lincoln), and other sites. These positions have a caseload that may include a combination of Children and Juvenile Services. Prepare cases with county attorney and testify in court. Develop community resources; work with schools, law enforcement and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence and court reports. Casework includes children who have been adjudicated as delinquent or status offenders. May physically apprehend and take into custody youth that have violated the conditions of a behavioral contract. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 06/03/05.**

Protection and Safety Trainee/Worker (Children/Juvenile Services) #25-32136-2 & 32137; INTERNAL APPLICANTS ONLY; North Platte; \$2141-2474/mo. Full-time; M-F, 8-5, plus rotating on-call schedule. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Applicants are required to view a 25-minute video, providing a realistic job preview of this profession, prior to a job interview. Applicants are urged to make arrangements for this when applying. The video is available at Nebraska Workforce Development Offices, U. of N. School of Social Work locations, State Personnel Office (Lincoln), and other sites. This position has a caseload that may include a combination of Children and Juvenile Services. Prepare cases with county attorney and testify in court. Develop community resources; work with schools, law enforcement and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence and court reports. Casework includes children who have been adjudicated as delinquent or status offenders. May physically apprehend and take into custody youth that have violated the conditions of a behavioral contract. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your

State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. Bilingual skills preferred (English/Spanish). **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Protection and Safety Trainee/Worker (Children/Juvenile Services) #25-32415-1; McCook; \$2141-2474/mo. Full-time; M-F, 8-5, plus rotating on-call schedule. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Applicants are required to view a 25-minute video, providing a realistic job preview of this profession, prior to a job interview. Applicants are urged to make arrangements for this when applying. The video is available at Nebraska Workforce Development Offices, U. of N. School of Social Work locations, State Personnel Office (Lincoln), and other sites. This position has a caseload that may include a combination of Children and Juvenile Services. Prepare cases with county attorney and testify in court. Develop community resources; work with schools, law enforcement and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence and court reports. Casework includes children who have been adjudicated as delinquent or status offenders. May physically apprehend and take into custody youth that have violated the conditions of a behavioral contract. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 06/03/05.**

Protection and Safety Trainee/Worker (Children/Juvenile Services) #25-31310; Chadron; \$2141-2474/mo. Full-time; M-F, 8-5, plus rotating on-call schedule. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Applicants are required to view a 25-minute video, providing a realistic job preview of this profession, prior to a job interview. Applicants are urged to make arrangements for this when applying. The video is available at Nebraska Workforce Development Offices, U. of N. School of Social Work locations, State Personnel Office (Lincoln), and other sites. This position has a caseload that may include a combination of Children and Juvenile Services. Prepare cases with county attorney and testify in court. Develop community resources; work with schools, law enforcement and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence and court reports. Casework includes children who have been adjudicated as delinquent or status offenders. May physically apprehend and take into custody youth that have violated the conditions of a behavioral contract. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 06/03/05.**

Protection and Safety Trainee/Worker (Children/Juvenile Services) #25-31405-2; Rushville; \$2141-2474/mo. Full-time; M-F, 8-5, plus rotating on-call schedule. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Applicants are required to view a 25-minute video, providing a realistic job preview of this profession, prior to a job interview. Applicants are urged to make arrangements for this when applying. The video is available at Nebraska Workforce Development Offices, U. of N. School of Social Work locations, State Personnel Office (Lincoln), and other sites. This position has a caseload that may include a combination of Children and Juvenile Services. Prepare cases with county attorney and testify in court. Develop community resources; work with schools, law enforcement and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence and court reports. Casework includes children who have been adjudicated as delinquent or status offenders.

May physically apprehend and take into custody youth that have violated the conditions of a behavioral contract. **REQUIREMENTS:** Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 06/03/05.**

Social Service Worker/Trainee #25-32319-1; INTERNAL APPLICANTS ONLY; Lexington; \$2011/mo. Full-time. Schedule: M-F . Social Service Trainees will typically advance to Social Service Worker after six months satisfactory service as a Trainee. Duties include determine client's eligibility for Aid to Dependent Children, Children's Medical, Food Stamps, Aid to the Aged, Blind and Disabled, Energy, Emergency Assistance, Block Grant, General Assistance and the State Disability programs. Responsibilities include: assess client needs, interview, verify information, utilize the computer system N-FOCUS, make referrals to other programs/resources, relate with client, agency, personnel and the public in a positive and professional manner, respond to changes which impact services, narratives, correspondence, etc. Employment First program will require the ability to complete strength based assessments and develop an action plan with goals and tasks to lead the client to maximum economic self-sufficiency. **REQUIREMENTS:** Post high school education with at least 24 semester hours in social work, counseling and guidance, psychology, sociology, human development, rehabilitation counseling, education, mental health care or closely related areas and experience and/or training in assessing needs in a human services activity. Computer and interviewing experience helpful. Bilingual skills Spanish/English required. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 05/20/05.**

CENTRAL NEBRASKA

Staff Care Technician II; Grand Island Veterans' Home; \$9.25/hr.

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| #25-07426 | Part-time; 2nd Phillips | Hrs: 1400-2230; M/Tu/W/Th/Sun/M/Tu/Th/F off |
| #25-07436 | Part-time; 3rd WW | Hrs: 0600-1430; M/Tu/W/F/M/Tu/W/Th/Sun off |
| #25-07334 | Part-time; 2nd WW | Hrs: 2200-0630; M/Tu/Th/F/M/Tu/W/Th/Sun off |
| #25-07435 | Full-time; 2nd Phillips | Hrs: 2200-0630; M/F/W/Sun off |
| #25-07337 | Full-time; 2nd Phillips | Hrs: 0600-1430; W/M/F/Sat off |
| #25-07345 | Full-time; 2nd Phillips | Hrs: 0600-1430; W/M/F/Sat off |
| #25-07326 | Full-time; 2nd WW | Hrs: 1400-2230; M/Th/Tu/Sun off |
| #25-07323 | Full-time; 2nd WW | Hrs: 1400-2230; Th/M/F/Sat off |
| #25-07370 | Full-time; 2nd WW | Hrs: 1400-2230; W/Sun/M/F off |

Provide quality care for each resident to maintain quality of life and document according to standards. Maintain dignity and confidentiality of residents. Use appropriate remotivation, reorientation and redirection to maintain socialization and maximum independence of residents. Communicate positively and effectively with residents and nursing team. Ensure sanitation, infection control and safety practices. Medication administration within scope of practice. Requirements: Must be 18 years of age and complete an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of Medication Aide course within first year of employment. May submit a NE State Application to the Grand Island Veterans' Home, c/o Human Resources Dept., 2300 W. Capital Ave., Grand Island, NE 68803, 308-385-6252, ext 207. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse II #25-07064; Grand Island Veterans' Home; \$16.93/hr. additional salary based on experience Full-time, 2nd Phillips, 8 hrs-2200-0700, Th/Tu/Sat/Sun off. Coordination of client care services to include comprehensive admission assessment and care plans. Provides nursing care and on-going assessment. Provides direction and nursing leadership in the accomplishment of each care plan and unit care team activities. Acts as client advocate and is a leader in quality improvement, safety and infection control. **REQUIREMENTS:** Must be licensed in good standing as a Registered Nurse in the State of Nebraska.

Submit a NE State Application to the Grand Island Veterans Home, % Human Resource Dept, 2300 W. Capital Ave., Grand Island, NE 68803, (308)385-6252, Ext. 207. **CLOSING DATE: OPEN UNTIL FILLED.**

LPN II; Grand Island Veterans' Home; \$12.68/hr. additional salary based on experience.

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| #25-07207 | Part-time; 3rd WW | Hrs: 0600-1430; M/W/Th/M/Tu/Th/Sat/Sun off |
| #25-07254 | Part-time; Anderson | Hrs: 1400-2230; T/W/Th/M/Tu/W/F/Sat/Sun off |
| #25-07410 | Full-time; 2nd Phillips | Hrs: 1400-2230; Th/M/Sat/Sun off |

Provide primary nursing care within the scope of the Licensed Practical Nurse. Participate in developing, evaluating, modifying, and implementing member care plans, does data collection; medication treatment administration. Member advocate for assigned members. Participate in nursing units quality improvement, safety and infection control program. Provide documentation in accordance with requirements. REQUIREMENTS: Must be licensed in good standing as a Licensed Practical Nurse in the State of Nebraska. Submit a NE State Application to the Grand Island Veterans Home, % Human Resource Dept, 2300 W. Capital Ave., Grand Island, NE 68803, (308)385-6252, Ext. 207. **CLOSING DATE: OPEN UNTIL FILLED.**

Activity Aide #25-07725; Grand Island Veterans' Home; \$9.34/hr. Temporary, shift 0800-0430, due to member activities, will work some weekends, nights, holidays, variable hours, split shifts, duration of service - 4 months, 5/23/05-09/30/05. Coordinate and supervise on/off campus recreational activities. Provide 1:1 visitations. Develop/implement unit calendar for assigned caseload; coordinate equipment/supplies for unit activities. Assist with interviews of members and Quality Improvement processes in Recreation Department. REQUIREMENTS: High school education or equivalent. Ability to work with members, employees and the public; assist members and lift wheelchairs; experience working with elderly or handicapped population is preferred. Valid driver's license and safe driving record. **CLOSING DATE: OPEN UNTIL FILLED.**

Psychiatrist #25-08404; Hastings Regional Center-Psychiatric Svs; Salary: OPEN. Schedule: Days, flex. Perform specialized medical work in treatment of individuals in a psychiatric hospital. Duties include conducting physical and mental examinations of patients; making diagnosis of illness; determining treatment; developing program and treatment goals, providing functional supervision to interdisciplinary treatment team. REQUIREMENTS: State of Nebraska license to practice medicine. Completion of residency in psychiatry. Prefer board certification in psychiatry by American Board of Psychiatry and Neurology. **CLOSING DATE: OPEN UNTIL FILLED.**

Clinical Psychologist #25-03122; Hastings Regional Center-Bridges Program; Salary: OPEN. Schedule: Primarily days with some flexibility. Position is located at the Hastings Regional Center, assigned to the Beatrice State Developmental Center Bridges Program. Develops, implement and evaluate psychological interventions. Complete psychological assessments and participate in the development of individualized program plans for individuals residing in a 24-hour ICF-MR health facility. Provide professional supervision to other staff as necessary. Serve as an Interdisciplinary Team member. Provide counseling and consultation as appropriate. REQUIREMENTS: Doctorate degree in psychology and licensure as a psychologist in the State of Nebraska. College coursework in applied behavior analysis preferred. Must have excellent communication skills and be able to apply collaborative/facilitative approaches to gain input for problem solving, consensus building and team development. Will consider recent doctoral graduates and candidates eligible for licensure. **CLOSING DATE: OPEN UNTIL FILLED.**

Clinical Psychologist #25-08451-2; Hastings Regional Center-Psychiatric Services; \$23.68/hr. Schedule: days/flex. Completes neuropsychological, cognitive and personality assessments of psychiatric patients at the Hastings Regional Center. Develop, implement and evaluate psychological interventions. Provide consultation to treatment team regarding program development, assessment, diagnosis, implementation, and evaluation of treatment interventions. May include clinical supervision of psychology staff. REQUIREMENTS: Doctorate degree in psychology and licensure as a psychologist in the State of Nebraska. Must have excellent communication skills and be able to apply collaborative/facilitative approaches to gain input for problem solving, consensus building and team development. Will consider recent doctoral graduates and candidates eligible for licensure. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse Supervisor #25-08540-2; Hastings Regional Center-Residential Services; \$17.73/hr plus shift differential, additional salary based on experience. Full-time, schedule: 2:45 pm-11:15 pm, rotating schedule, every other weekend off. Supervises RN's and Psychiatric Technicians in the provision of treatment and service to adult psychiatric patients in a residential program. Performs related administrative functions to include, coordinate and provide training, complete performance evaluations, facilitate and participate in treatment planning, and consult and serve as a liaison with other departments/disciplines. Maintain effective department and interdepartmental working relationships. REQUIREMENTS: Graduate of an approved accredited school of nursing and current RN license in Nebraska. BSN preferred. At least three years of professional nursing practice required. Previous experience in management or psychiatric nursing preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Practitioner Supervisor #25-08564; Hastings Regional Center; \$17.73/hr. Schedule: 8:00 am-5:00 pm, M-F, occasional Sat. Assist the supervising practitioner in oversight of clinical issues, programs and audits. Develop a peer-review process for LMHP's. Participate in appropriate research to best address patient needs. Responsible for assessment and mental health therapy services to adult residential psychiatric patients and their families. Complete written documentation on patients. Assess status needs of the patient. Provide individual, group, and family counseling complete required documentation. Administers assessment tools as needed. Includes rotating on-call schedule. REQUIREMENTS: Licensed as a Mental Health Practitioner and licensed for chemical addiction (LDAC). Experience in treating psychiatric patients preferred. Experience in working with diverse cultures strongly preferred. Experience in supervising professional staff preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Practitioner II #25-08574R; Hastings Regional Center; \$16.49/hr. Schedule: 8:00 am-5:00 pm, M-F, occasional Sat. Responsible for assessment and mental health therapy services to adult residential psychiatric patients and their families. Complete written documentation on patients. Assess status needs of the patient. Provide individual, group and family counseling, complete required documentation. Administer assessment tools as needed. REQUIREMENTS: Licensed as a Mental Health Practitioner, may consider provisional license. Experience in treating psychiatric preferred. Experience in working with diverse cultures strongly preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Practitioner II #25-08330-1; Hastings Regional Center-HJCDP; \$16.49/hr. Full-time, schedule: day hours with rotating Saturdays. Responsible for assessment and mental health therapy services for individuals, families, and/or groups consistent with the goals established by the treatment team. Confer with treatment teams members and others to resolve treatment issues. Counsels individuals in the areas of education, vocation, and/or interpersonal relationships in a social environment to understand, cope with, solve, and/or prevent problems. Completes progress notes, documents assessments and treatment activities. REQUIREMENTS: Licensed as a Mental Health Practitioner, may consider provisional license. Experience in treating adolescent males preferred. Experience in working with diverse cultures strongly preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

Youth Counselor I #25-08731; Hastings Regional Center-HJCDP-Bldg. 4; \$13.28/hr. Full-time, Schedule: 12:00 pm-10:30 pm, every other weekend. Will conduct interviews with the adolescents, maintain all progress reports, and coordinate orientation for the youth. Participate in the development of planning for the youths' overall programming. Supervise a limited number of Youth Care Specialists. May transport youth to offsite activities. REQUIREMENTS: Bachelors degree in area of criminal justice, behavioral sciences, human services or a closely related service. Prefer five or more years of experience in chemical dependency treatment services. MUST possess valid driver's license or provision of independent transportation. Must be at least 21 years of age. **CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Security Specialist II (Youth Care Specialist II) #25-08987; Hastings Regional Center-HJCDP; \$11.21/hr. Part-time, schedule: 8:00 am-Noon, every other weekend rotation. Provide supervision and general youth care. Provide programming and youth education activities related to substance abuse treatment work, recreation, and daily living activities. Monitor safety and security of youth. Perform scheduled duties including meal preparation and housekeeping. Participate in treatment planning including evaluation, documentation, and feedback to treatment team. Distribute medications as prescribed

and administers first aide and CPR as required. Respond to crisis situations and de-escalates youth as needed. Ability to work in moderate to high stress required. Work will include physical stamina/strength, standing, walking, and occasional lifting. REQUIREMENTS: The standards outlined in 471 NAC 32-007.03E note that 75% of staff must have a Bachelors degree or five years of experience in human services field. Bachelors degree in human development, criminal justice, or psychology (prefer) or five or more years of experience in chemical dependency treatment services or working with adolescents. Must posses valid driver's license or provision of independent transportation. Must be at least 21 years of age. **CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Security Specialist I (YCS I) #25-08982; Hastings Regional Center-HJCDP-Bldg. 4: \$9.70/hr. Schedule: 10:30 pm-8:30 am, 8 days on and 6 days off. Provides supervision and general youth care. Monitors safety and security of youth. Performs scheduled duties including meal preparation and housekeeping. Distributes medications as prescribed and administers first aide and CPR as required. Responds to crisis situations and de-escalates youth as needed. Ability to work in moderate to high stress required. Work will include physical stamina/strength, standing, walking, and occasional lifting. REQUIREMENTS: Two or more years post high school education or training OR five or more years of experience in human services. Bachelor's degree in human development, criminal justice, or psychology preferred and/or experience working in chemical dependency treatment or working with adolescents strongly preferred. MUST possess valid driver's license or provision of independent transportation. Must be at least 21 years of age. **CLOSING DATE: OPEN UNTIL FILLED.**

Family Support Specialist (Temp) T651R-1; Hastings; \$11.60/hr. Schedule: M-F, 8-5, some flexibility based on service needs. Temporary Position available for one year. Applicants who previously applied remain under consideration and need not reapply. Provide paraprofessional support to protection and safety workers. Assist case managers in development of case plan and family/community assessments. Visit clients home to interview, monitor, or make observations to ensure implementation of case plans. Prepare narratives on all contacts with or on behalf of clients. Arrange supportive services for clients, seek out and research resources and make referrals to community services. Complete forms/reports regarding scheduling, appointments or other documents involving service provision. Attend case conferences and exchange information regarding the needs and progress of clients with team members. Work closely with foster parents and birth parents to provide support. Establish supportive relationship with children, parents, and foster parents in Child Protective Services and foster care cases. REQUIREMENTS: Post high school coursework/training in social work, criminal justice, counseling and guidance, human development and the family, psychology, mental health care, education, social/behavioral sciences or previous experience in human services/case management preferred. Ability to communicate effectively with a variety of individuals. Ability to observe and assess behaviors and manage those behaviors. Effectively intervene in crisis situations. Bilingual skills (Spanish/English) required. **CLOSING DATE: OPEN UNTIL FILLED.**

Staff Assistant I #25-08013-1; INTERNAL APPLICANTS ONLY; Hastings Regional Center-Performance Improvement/Risk Management; \$10.04/hr. Plan, organize, and implement work assignments/courses of action, to meet the goals and objectives of the Performance Improvement/Risk Management department. Collect and summarize data from statistical, accounting, administrative, and/or other records to measure progress. Review data and interpret results to recommend policy and/or procedure changes to improve operational effectiveness. Exchange information and ideas, summarize data/results of research and monitoring activities into reports. The individual will need to apply instructions, administrative policies, and program guidelines to implement program objectives, performance goals, and work priorities to carry out assigned activities. REQUIREMENTS: Must have excellent communication skills, strong organizational skills and the ability to meet deadlines; computer skills/experience using Lotus Notes, Word, and Excel or similar programs. Prefer experience in word processing, electronic mail, data entry, spreadsheets, and databases. **CLOSING DATE: 05/26/05.**

Protection and Safety Trainee/Worker #25-34127-2; Grand Island; \$2141-2474/mo. Full-time. Schedule: M-F, 8-5, some flexibility based on service needs. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Untrained applicants are required to view a 25-minute video, providing a realistic job preview of this profession, prior to interviewing by contacting Workforce Development offices, the University of Nebr. School of Social Work, State Personnel (Lincoln), or other sites. Duties: investigate allegations of abuse/neglect. Visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans; authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training that de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. Bilingual skills English and Spanish required. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Protection and Safety Trainee/Worker #25-34411-2; Kearney; \$2141-2474/mo. Full-time. Schedule: M-F, 8-5, some flexibility based on service needs. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Untrained applicants are required to view a 25-minute video, providing a realistic job preview of this profession, prior to interviewing by contacting Workforce Development offices, the University of Nebr. School of Social Work, State Personnel (Lincoln), or other sites. Duties: investigate allegations of abuse/neglect. Visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans; authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training that de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. Bilingual skills English and Spanish required. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Practitioner II #25-45060R; YRTC-Kearney; \$16.49/mo. Schedule: M-F, 8-4:30. Responsible for assessment and Chemical Dependency therapy services to delinquent youth in a Rehab Treatment Program. Provide group counseling and complete required documentation. Develop educational tools/materials necessary for CD class. Act as liaison for the Chemical Dependency Program with all aftercare and YRTC personnel working with the youth. Administer assessment tools as needed. May transport youth to offsite activities. REQUIREMENTS: Licensed as a Mental Health Practitioner, may consider provisional license. LMHP/CADAC, experience working with youth and bi-lingual skills preferred. Valid driver's license required. **CLOSING DATE: OPEN UNTIL FILLED.**

Facility Maintenance Specialist #25-45010R; INTERNAL APPLICANTS ONLY; YRTC-Kearney; \$12.35/hr. Schedule: 8:00 am-4:30 pm, M-F. Under limited supervision, perform heating, venting and air conditioning duties, perform skilled construction, painting, carpentry, plumbing, electrical work, installation, construct, follow preventative maintenance schedule, repair concrete, installs, replaces, repairs and /or rebuild locks. Maintain and repair a variety of machines and equipment. Perform alterations to buildings such as layout and frame walls and ceilings, install and finish drywall, and flooring. Estimate cost of repairs and materials. Read and interpret blueprints, lead and instruct workers, perform building inspections.

REQUIREMENTS: Knowledge of the practices, tools, equipment, materials, and techniques associated with a variety of building and mechanical trades; preventative maintenance procedures used in building maintenance operations; the occupational hazards and necessary safety precautions of the various building trades; follow instructions. **CLOSING DATE: OPEN UNTIL FILLED.**

Youth Security Specialist I #25-45153; YRTC-Kearney; INTERNAL APPLICANTS ONLY; \$9.70/hr. Part-time, 20 hrs/wk. Schedule: 10 pm – 6 am, with rotating days off. Includes some weekends and holidays. Supervise juvenile male youth in a correctional setting. Monitor and log youth behavior. Manage and enforce rules and regulations to including sanitation and personal hygiene. Respond to emergency situations. Follow directives and transport youth to off campus locations. REQUIREMENTS: Education/training and/or experience in any of the following areas: child or youth care, teaching, social/behavioral sciences or related areas. Experience working with youth in an institutional setting preferred. Driver's license required. **CLOSING DATE: OPEN UNTIL FILLED.**

NORTHERN NEBRASKA

LPN II #25-12035-1; Norfolk Veterans' Home; \$12.68. (Additional salary based on experience) Full-time, schedule: 10:00 pm-6:30 am. Provide nursing care toward the maintenance and rehabilitation of elderly, mentally or physically ill members by assuming the role of staff nurse, leader of special nursing care projects, worker in medication room. Report directly to nurse supervisor. Perform related work as required on assigned unit or wherever needed. Assist in providing a safe environment for members and staff at the Nebraska Veterans' Home. REQUIREMENTS: Graduate of practical nursing school with knowledge of professional nursing theory and practice. Licensure as a practical nurse in Nebraska with at least 1 year nursing experience. Must be able to lift member/patients weighing up to 300 pounds with either mechanical or staff/co-worker assistance. **CLOSING DATE: 05/31/05.**

LPN II #25-12104-2; INTERNAL APPLICANTS ONLY; Norfolk Veterans' Home; \$12.68. (Additional salary based on experience) Part-time, schedule: 2:00 pm-10:30 pm. Provide nursing care toward the maintenance and rehabilitation of elderly, mentally or physically ill members by assuming the role of staff nurse, leader of special nursing care projects, worker in medication room. Report directly to nurse supervisor. Perform related work as required on assigned unit or wherever needed. Assist in providing a safe environment for members and staff at the Nebraska Veterans' Home. REQUIREMENTS: Graduate of practical nursing school with knowledge of professional nursing theory and practice. Licensure as a practical nurse in Nebraska with at least 1 year nursing experience. Must be able to lift member/patients weighing up to 300 pounds with either mechanical or staff/co-worker assistance. **CLOSING DATE: 05/31/05.**

Staff Care Specialist #25-12015-2; INTERNAL APPLICANTS ONLY; Norfolk Veterans' Home; \$9.94/hr. Full-time, schedule: 10:00 pm-6:30 am with varied days off. Performs routine nursing duties involved in the general and/or extensive care of elderly and mentally and physically incapacitated members in the Norfolk Veterans Home under direct supervision of a Nurse Supervisor. Works closely with and acts as an assistant to an RN or LPN in coordinating services to members. REQUIREMENTS: Must be certified as a State of Nebraska MA, have a minimum of 1 year experience, and have successfully completed a 30-hour Mental Health/Behavioral Charting course. Must be able to be recertified as a Nebraska MA every 3 years. Must be at least 18 years of age. Performance, regular and good attendance is a criteria for selection as a job related factor. Must be able to lift member/patient weighing up to 300 pounds with either mechanical or staff assistance. Able to comprehend instructions. **CLOSING DATE: 05/23/05.**

Store Clerk II #25-12132-3; Norfolk Veterans' Home; \$9.34/hr. Part-time, primarily 8:00 am-4:30 pm working every other weekend. Under limited supervision, responsible for sales and storekeeping work performed in the daily operation of the canteen. Order, price and stock inventory and balance the daily receipts. Supervise members in the canteen. Perform related work as required. Wait on customers; operate cash register. Order and receive vendor supplies and merchandise; price merchandise; stock shelves, refrigerators and display cases. Deposit money, invoices and receipt/expenditure records with

accounting or business office. Maintain cleanliness and sanitation of the work area; responsible for the maintenance of machines and equipment. REQUIREMENTS: Knowledge of agency regulations pertaining to the operation of the canteen, record keeping and bookkeeping procedures. Ability to judge the quality of merchandise, apply and enforce regulations pertaining to the operation of the canteen. Supervise the work of others. Maintain accurate records. Ability to operate cash register, count/exchange money properly, and communicate effectively with others. **CLOSING DATE: 05/23/05.**

Nurse II #25-14032; Norfolk Regional Center-3 East; \$16.93/hr. plus additional for experience. Full-time, schedule: within a month will work weekly rotating shifts of 8 am-4:30 pm, 7 am-3 pm and 3 pm-11 pm including working every third weekend. Perform general nursing duties including assessment, documentation, patient interventions, and case management. May lead/direct the work of other nurses and/or paraprofessional staff. Duties will include medication administration, review of doctors' orders and arrange for lab protocols. Other duties as assigned. REQUIREMENTS: Graduate of accredited school of nursing. Current valid Nebraska Registered Nurse license. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse II #25-14084-1; Norfolk Regional Center-1 West; \$16.93/hr. plus additional for experience. Position will also include additional shift/weekend/holiday differential (\$1.50-2.50/hr). Full-time, Straight 3 pm-11 pm shift. Varied days off will include working every other weekend. Perform general nursing duties including assessment, documentation, patient interventions, and case management. May lead/direct the work of other nurses and/or paraprofessional staff. Duties will include medication administration, review of doctors' orders and arrange for lab protocols. Will be assigned case management duties on 1 West and 2 West. Assist in coverage of other units on 3/11 shift as assigned. May be assigned on medication administration duties. Will carry a caseload of 1-2 outpatients needing deconate medication injections. Other duties as assigned. REQUIREMENTS: Graduate of accredited school of nursing. Current valid Nebraska Registered Nurse license. **CLOSING DATE: OPEN UNTIL FILLED.**

Psychiatric Technician II #25-14059; Norfolk Regional Center-1 West; \$9.25/hr. Part-time. Straight 6:45 am-5:15 pm shift. Will work two 10 hr shifts each pay period. 2nd Sat; 2nd Sun. Provide direct care to psychiatric or chemically dependent patients in a treatment and/or rehabilitative program including providing for physical needs, comfort, safety and assistance with daily living skills. Document in written or computer form. Assist with implementation of patient treatment plan. May transport patients off campus using state vehicle. REQUIREMENTS: Satisfactory references and work history. May require valid driver's license. Must be able to participate in conflict management and assist with ambulating, transfer and lifting of patients. **CLOSING DATE: 05/23/05.**

Psychiatric Technician II #25-14224-2; Norfolk Regional Center; \$1604/mo. Full-time. Schedule: Weekly rotation shift 6:45 am-3:15 pm and 2:45 pm-11:15 pm, including working every other weekend. Days off: 1st Tue pm; 1st Sat pm, 1st Sun am; 2nd Fri am. Provide direct care to psychiatric or chemically dependent patients in a treatment and/or rehabilitative program including providing for physical needs, comfort, safety and assistance with daily living skills. Document in written or computer form. Assist with implementation of patient treatment plan. May transport patients off campus using state vehicle. REQUIREMENTS: Satisfactory references and work history. May require valid driver's license. Must be able to participate in conflict management and assist with ambulating, transfer and lifting of patients. **CLOSING DATE: 05/23/05.**

Psychiatric Technician II; Norfolk Regional Center; \$1604/mo. Full-time. Schedule: Weekly rotation shift 6:45 am-3:15 pm and 2:45 pm-11:15 pm, including working every other weekend.
#25-14159; 2 East; Days off: 1st Mon pm; 1st Sat pm, 1st Sun am; 2nd Fri am.
#25-14250; 3 West; Days off: 1st Thur pm; 2nd Mon am; 2nd Sat am; 2nd Sun pm.
Provide direct care to psychiatric or chemically dependent patients in a treatment and/or rehabilitative program including providing for physical needs, comfort, safety and assistance with daily living skills. Document in written or computer form. Assist with implementation of patient treatment plan. May transport patients off campus using state vehicle. REQUIREMENTS: Satisfactory references and work history. May require valid driver's license. Must be able to participate in conflict management and assist with ambulating, transfer and lifting of patients. **CLOSING DATE: 05/31/05.**

Protection & Safety Trainee/Worker #25-35906 (Children/Juvenile/Adults); O'Neill; \$2141-2474/mo.
Full-time. Schedule: M-F. Applicants are required to view a 25 minute video, providing a realistic job preview of this profession, prior to job interview. Applicants are urged to make arrangements for this when applying. The video is available at Nebraska Workforce Development Offices, U. of N. School of Social Work locations, State Personnel Office (Lincoln), and other sites. Promotion to Protection and Safety Worker will typically occur at six months; required training will continue as will probationary status for a total of one year. Investigate allegations of abuse/neglect. Visit homes, conduct family assessments, establish safety plans and initiate court intervention. Develop, implement and evaluate treatment plans; authorize, coordinate, and provide family services. Prepare cases with county attorney, testify in court. Develop community resources; work with schools, law enforcement and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence and court reports. Casework includes children who have been adjudicated as delinquent or status offenders. May physically apprehend and take into custody youth who have violated the conditions of a behavioral contract. **REQUIREMENTS:** Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education or closely related area preferred. Valid driver's license required. Within your State Employment Application, address how your background enables you to fulfill the responsibilities of this position, including any casework experience. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 05/23/05.**

Social Services Trainee/Worker #25-35656; Albion; \$11.60/hr. Part-time, schedule: M-F, 20 hrs/wk.
Social Service Trainees will typically advance to Social Service Worker after six months satisfactory service as a Trainee. Combined cases management dealing with families and children perform intake and determine eligibility for various programs. Interview applicants, verify information, compute budgets, assess situations, and refer to programs/resources. Provide information regarding assistance programs and prepare required documentation, narratives, and correspondence. The caseload for this position consists of family cases including Employment First, food stamps, childcare, AABD and ADC Medical, Children's' Medical Assistance Program, Social Services Block Grant cases and General Assistance and Emergency Assistance. **REQUIREMENTS:** Two years work experience in health and/or human services field OR 24 semester hours of post high school education in behavioral sciences, public/business administration, social sciences or closely related field OR any combination of education and experience that equates to two years in human services, behavior sciences, public/business administration, social sciences, or closely related field. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 05/31/05.**

Social Services Trainee/Worker #25-35943-6; Valentine \$2011-2301/mo. Schedule: M-F, 8-5.
Social Service Trainees will typically advance to Social Service Worker after six months satisfactory service as a Trainee. Combined case management dealing with families and children. Perform intake and determine eligibility for various programs. Interview applicants, verify information, compute budgets, assess situations, and refer to programs/resources. Provide information regarding assistance programs and prepare required documentation, narratives, and correspondence. The caseload for this position consists of family cases including Employment First, food stamps, childcare, AABD and ADC Medical, Children's' Medical Assistance Program, Social Services Block Grant cases and General Assistance and Emergency Assistance. **REQUIREMENTS:** Two years work experience in health and/or human services field OR 24 semester hours of post high school education in behavioral sciences, public/business administration, social sciences or closely related field OR any combination of education and experience that equates to two years in human services, behavior sciences, public/business administration, social sciences, or closely related field. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 05/31/05.**

Eligibility Technician #25-35521; Dakota City; \$2011/mo. Full-time, M-F. Determine applicants eligibility for participation in social service programs (i.e. Kids Connection, Food Stamps, Energy Assistance). May interview applicants, refer them to programs & resources, verify information, compute budgets and assess situations. Prepare documentation, narratives, and correspondence. **REQUIREMENTS:** Post high school

education with at least 24 semester hours in social work, psychology, sociology, human development, mental health care, education or closely related area and experience providing assistance of service to clients/public or experience in eligibility screening/determination. Bilingual skills (Spanish/English) required. **CLOSING DATE: 05/31/05.**

EASTERN NEBRASKA

Nurse II; Omaha T. Fitzgerald Veterans' Home; \$16.93/hr. Additional salary based on experience. #25-13458; full-time; 2:15 pm-10:45 pm, days off to be determined by supervisor.

Act as a primary nurse to the members. Assists the Unit Manager by acting as a charge nurse for nursing units, supervise professionals and para-professionals in the delivery of nursing care; do appropriate documentation nursing care; complete monthly summaries on members in a timely manner; communicate with physicians; check physicians renewal orders for accuracy and outdated orders and correct discrepancies; give clear instructions to ancillary staff through care plans and assignments; attend, plan and facilitate meetings as an active team member. REQUIREMENTS: Graduation from an accredited school of nursing as an RN licensed to practice in Nebraska. Prefer experience in primary and gerontological nursing. Any combination of training and/or experience which will enable the incumbent to possess the required knowledge, skills and abilities. **CLOSING DATE: OPEN UNTIL FILLED.**

LPN II; Omaha T. Fitzgerald Veterans' Home; \$12.68/hr. Additional salary based on experience.

#25-13311R; Full-time; 10:30 pm-7:00 am, days off to be determined by supervisor

#25-13537-1; Full-time. Schedule: 2:15 pm-10:45 pm, Days off W1: Wed/ W2: Tue/Sat/Sun

#25-13478; Full-time. Schedule: 2:15 pm-10:45 pm, Days off W1: Thur; W2: Mon/Sat/Sun

Responsible for performing treatments and administering medications; complete essential documentation; give direct nursing care and assist technicians in delivery of nursing care; communicate with members, families and staff. REQUIREMENTS: Licensed in good standing in Nebraska as a LPN; prefer experience in gerontological nursing. Ability to successfully utilize proper body mechanics for heavy lifting. **CLOSING DATE: OPEN UNTIL FILLED.**

Food Service Cook #25-13335-5; Omaha T. Fitzgerald Veterans' Home; \$8.68/hr. Part-time; schedule to be worked: 5:30 am to 2:00 pm or 11 am to 7:30 pm, schedule to be determined by supervisor, must work every weekend. Prepare and serve meals following portion control standards; food service safety and sanitation; operate and clean equipment. REQUIREMENTS: Desire experience in institutional, commercial or large quantity cooking; interpreting menus and following recipes. **CLOSING DATE: OPEN UNTIL FILLED.**

Staff Care Technician II; Omaha T. Fitzgerald Veterans' Home; \$1603/mo.

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|-------------|---|-------------------------------------|
| #25-13527-7 | Full-time; 10:30 pm-7:00 am | wk 1-Wed/Sun; wk 2-Fri/Sat off |
| #25-13550-3 | Full-time; 6:00 am-2:30 pm | wk 1-Thur; wk 2-Tue/Sat/Sun off |
| #25-13486-4 | Part-time; 6:00-2:30 pm must work alternating weekends. 32 hrs/wk | wk 1-Sat/Sun/Wed; wk 2-Tue/Thur off |
| #25-13540-4 | Full-time; 10:30 pm-7:00 am | wk 1-Wed; wk 2-Fri/Sat off |
| #25-13539-5 | Full-time; 10:30 pm-7:00 am | wk 1-Tue/Sun; wk 2-Fri/Sat off |
| #25-13499-4 | Full-time; 6:00 am-2:30 pm, 40 hrs/wk | Wk 1-Tue/Sat/Sun; wk 2-Thur off |
| #25-13502-7 | Full-time; 10:30 pm-7:00 am | wk1-Mon/Fri/Sat; wk 2-Thur off |

Provide quality care to members to maintain quality of life and ensure privacy and dignity. Prepare, administer and documents oral and topical medications and treatments. Completes essential documentation. Communicates observations concerning member's signification health needs to Charge Nurse. Ensure sanitation, infection control and safety practices. REQUIREMENTS: Must be 18 years of age and complete an approved 76-hour Nursing Assistant course. Ability to do heavy lifting on a daily basis. Ability to stoop, bend, reach overhead and walk or stand, up to 90% of the shift. Successful completion of Medication Aide course within first year of employment. **CLOSING DATE: OPEN UNTIL FILLED.**

Custodian/Housekeeper #25-13376; Omaha T. Fitzgerald Veterans' Home; \$1401/mo. Full-time; schedule: 6:30 am – 3:00 pm; days off: wk 1: Wed, Sat, Sun; Wk 2: Fri. Maintain the high standards of sanitation required for a medical environment. REQUIREMENTS: Knowledge of facility standards of sanitation and cleaning procedures. Ability to operate and maintain cleaning equipment, and mix cleaning solutions in proper proportions. Ability to follow instructions. CLOSING DATE: OPEN UNTIL FILLED.

Food Service Assistant #25-13346-8; Omaha T. Fitzgerald Veterans' Home; \$8.08/hr. Part-time, 20 hrs/wk; schedule: 6:30 am – 3:00 pm or 11:00 am – 7:30 pm, and/or 4:00 pm to 7:30 pm. Must work every weekend. Prepare large volume and variety of food, cut, clean, and prepare vegetables and fruits. Prepare sandwiches. May be responsible for delivery of food carts and/or tray carts to member areas. Operate automatic dishwasher, pot and pan washer, equipment cleaning tools and other equipment. Responsible for cleanliness of work area and dishroom; sweep and mop floors, walls and furnishing. REQUIREMENTS: Prefer food service experience. Ability to follow instructions; tolerate high temperatures and humidity; and safely use equipment and utensils. CLOSING DATE: OPEN UNTIL FILLED.

Protection and Safety Supervisor #25-38744-2; INTERNAL APPLICANTS ONLY; Papillion; \$3074/mo. Schedule: primarily days M-F. Supervises a child protective services/child welfare unit including Protection and Safety Worker staff who authorize/coordinate case management services for the development, implementation, and evaluation of case plans (Douglas and/or Sarpy County cases). Provides supervisory support for case managers working with above listed duties re: adolescents and/or children who have been or may be adjudicated as dependent, neglected, abused, and/or State wards in Douglas and/or Sarpy County; establishes and maintains contact with law enforcement, courts, and other state and local community agencies and officials to assure cooperation and assistance. Performs supervisory duties such as hiring, evaluating performance, staff development, etc. Works with the community in developing relationships and partnerships for children and family services; examples of community involvement include with schools, courts, law enforcement, county attorney's office, and other available resources. REQUIREMENTS: Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related academic area AND progressive experience performing casework activities in counseling, protective services, alcohol/drug abuse, juvenile justice/probation or social services delivery. Desire experience as a supervisor or assisting a supervisor within a protective services/case management setting. CLOSING DATE: 05/31/05.

Protection & Safety Trainee/Worker #25-38579-6; Omaha; \$2141-2474/mo. Schedule: days/M-F, plus some additional hours. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Untrained applicants are required to view a 25-minute video, providing a realistic job preview of this profession prior to interviewing by contacting Workforce Development offices, the University of Nebr. School of Social Work, State Personnel (Lincoln), or other sites. This an initial assessments assignment to be working with both SPANISH & ENGLISH speakers. Will investigate allegations of abuse/neglect. Visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans; authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. SPANISH-ENGLISH SKILLS (SPEAKING, READING, AND WRITING) ARE REQUIRED FOR THIS ASSIGNMENT. REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 06/07/05.

Protection & Safety Trainee/Worker #25-38065-1 & 38307; INTERNAL APPLICANTS ONLY; Omaha; \$2141-2474/mo. Schedule: days/M-F, plus some additional hours. These positions were previously posted with a 3/14/05 closing date, applicants still being considered and need not reapply. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Untrained applicants are required to view a 25-minute video, providing a realistic job preview of this profession prior to interviewing by contacting Workforce Development offices, the University of Nebr. School of Social Work, State Personnel (Lincoln), or other sites. This is an ongoing caseload assignment. Will investigate allegations of abuse/neglect. Visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans; authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 05/31/05.**

Social Services Trainee/Worker #25-38172-1; INTERNAL APPLICANTS ONLY; Omaha; \$2011-2301/mo. Schedule: M-F, 8-5. Social Services Trainee will typically advance to Social Services Worker after six months satisfactory service at the Trainee level. This is a family assistance eligibility re-determinations assignment working with both Spanish and English speakers. Duties: combined case management dealing with families and children and/or elderly/disabled clientele, complete intake interviews/assessments, and determine eligibility for various programs. Interview applicants, verify information, compute budgets, assess situations, refer to programs/resources. Provide information regarding assistance programs and prepare required documentation, narratives, and correspondence. REQUIREMENTS: Two years work experience in a health and/or human services field OR 24 semester hours of post high school education in behavioral sciences, public/business administration, social sciences, or closely related field OR any combination of education and experience that equates to two years in human services, behavioral sciences, public/business administration, social sciences, or closely related field. Prefer bachelors degree in social work or related academic major plus casework or equivalent work experience. Spanish-English skills (speaking, reading and writing) are required. **CLOSING DATE: 05/23/05.**

Social Services Trainee/Worker #25-38232-1; Omaha; \$2011-2301/mo. Schedule: M-F, 8-5. Social Services Trainee will typically advance to Social Services Worker after six months satisfactory service as a Trainee. Appointment to be made to general intake or ongoing caseload assignment (SPANISH-ENGLISH). Duties: combined case management dealing with families and children and/or elderly/disabled clientele, complete intake interviews/assessments, and determine eligibility for various programs. Interview applicants, verify information, compute budgets, assess situations, refer to programs/resources. Provide information regarding assistance programs and prepare required documentation, narratives, and correspondence. REQUIREMENTS: Two years work experience in a health and/or human services field OR 24 semester hours of post high school education in behavioral sciences, public/business administration, social sciences, or closely related field OR any combination of education and experience that equates to two years in human services, behavioral sciences, public/business administration, social sciences, or closely related field. Prefer Bachelors degree in social work or related academic major plus casework or equivalent work experience. SPANISH-ENGLISH BILINGUAL SKILLS (SPEAKING, READING, AND WRITING) ARE REQUIRED. **CLOSING DATE: OPEN UNTIL FILLED.**

Case Aide #25-38356; Omaha; \$9.34/hr. Schedule: M-F, primarily days. Duties include providing paraprofessional/clerical support for casework unit (Employment First program) via computer systems inquiry and input, preparing and sending appointment and related letters, assisting casework staff with researching specific situations/circumstances, maintaining Excel spreadsheets as to caseload distributions and other information, processing incoming and outgoing unit mails, handling records transfers, ordering needed office supplies, basic maintenance of office equipment (replacing toner, paper, etc.), receptionist coverage, and related assigned duties. REQUIREMENTS: Prefer significant post-high education work experience and/or training related to working with varied computer systems (including spreadsheets), general clerical duties, and relating effectively with the public and others. Must be highly organized, able to set and follow priorities, flexible in adjusting to changing work needs, and capable of working quickly and accurately in a high-volume work setting. **CLOSING DATE: 05/31/05.**

Word Processing Specialist II #26-79126-2; Omaha; \$9.34/hr. Schedule: M-F. Operate word processing and dictation equipment, transcribe, proofread, edit, and print. Switchboard and reception desk duties. Process incoming mail. Maintain and order office supplies. REQUIREMENTS: Experience in word processing. Desire knowledge of Microsoft Word and Excel. Must possess proficient typing, proofreading, grammar, and punctuation skills. Ability to communicate and interact effectively with staff and the public. A team player attitude is essential, and must be able to work with interruptions. Must complete typing skills test with a net result of at least 45 wpm (to be arranged upon receipt of appropriate application). **CLOSING DATE: OPEN UNTIL FILLED.**

Mail/Material Specialist #26-79083; Omaha; \$9.34/hr. Schedule: days, M/F. Duties include sorting, processing, and delivering mail (includes significant driving in Douglas/Sarpy counties plus some driving to and from the Lincoln area); delivering supply orders to Omaha-Papillion area work sites; operating postage machines; significant lifting of boxes and other items; and other related assignments. REQUIREMENTS: Ability to handle significant lifting, valid driver's license and verified good driving record (completion of "Defensive Driving" class would be helpful, but is not required for initial appointment). Prefer work experience operating postage machines and sorting and delivering mail. **CLOSING DATE: 05/23/05.**

SOUTHEAST NEBRASKA

Clinical Director/Psychiatry #25-10054-2; Lincoln Regional Center-Administration; Salary: OPEN. **Schedule: Negotiable.** Develop, direct and coordinate the overall psychiatric care and treatment of patients at the Lincoln Regional Center. Participate in medical staff meetings and on appointed committees. Participate in performance improvement activities and provide patient care and treatment. REQUIREMENTS: Knowledge of modern principles and complete familiarity with practices of psychiatry in the treatment of mental illnesses; diagnosis and specialized techniques and treatment in the care of the mentally ill; mental diseases and their symptoms; and current development in the field of psychiatry. Ability to instruct and supervise the work of residents, physicians and others. Requires M.D. degree plus license to practice medicine in Nebraska. Must be Board Certified in psychiatry, plus a minimum of two years clinical experience in psychiatry. **CLOSING DATE: 05/23/05.**

Licensed Psychologist #25-10733 Lincoln Regional Center-Forensic Mental Health Services; Salary: OPEN. **Schedule: as arranged, some evenings and weekends, primarily 8 am-5 pm.** The Lincoln Regional Center, a JCAHO-accredited psychiatric and mental health hospital, is seeking a Licensed Psychologist to work within the inpatient and residential Sex Offender program. Duties include: completing psychological, mental status and risk evaluations; conducting individual and group psychotherapy; supervising and training of mental health professionals; and providing testimony at civil commitment and court hearings. REQUIREMENTS: Doctorate in Psychology and license or license-eligible as Psychologist in Nebraska. Qualified candidates for this position should have offender assessment and treatment experience, forensic experience, ability to work with male and female sex offenders, and ability to work as a team member. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse Supervisor #25-10982-3; Lincoln Regional Center-Forensic Mental Health Svcs Program; \$18.62/hr. Additional salary based on experience. Schedule: 3 pm-11 pm, rotating weekends. The Lincoln Regional Center, a JACHO accredited psychiatric and mental health hospital offers an exciting position in the Forensic Mental Health Services Program, for a dynamic leader and team oriented nurse. REQUIREMENTS: Nebraska RN license and 18 months of professional nursing experience. BSN preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse Supervisor; Lincoln Regional Center-Forensic Mental Health Svcs Program; \$18.62/hr. Additional salary based on experience.

#25-10986-1, Schedule: 11 pm-7 am, rotating weekends.

The Lincoln Regional Center, a JACHO accredited psychiatric and mental health hospital offers an exciting position in the Forensic Mental Health Services Program, for a dynamic leader and team oriented nurse. REQUIREMENTS: Nebraska RN license and 18 months of professional nursing experience. BSN preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse II #25-25562; Lincoln Regional Center; \$20.91/hr. plus shift diff. On call, Temp Part and Full-time, All shifts available. The Lincoln Regional Center offers exciting career opportunities to work in the field of psychiatric and mental health nursing. Candidates will be working within a multidisciplinary treatment team to develop/implement psychiatric plans. REQUIREMENTS: Graduation from an accredited school of nursing as an RN and licensed to practice in Nebraska. New graduates welcome. Dependability and a positive working relationship in a team setting a must. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse II; Lincoln Regional Center – Forensic Mental Health Services Program; \$16.93/hr. Additional salary based on experience.

#25-10141-2; Full-time, 3 pm-11 pm, rotating weekends.

#25-10196-1; Full-time, 7 am-3 pm, rotating weekends.

#25-10142-3; Full-time, 3 pm-11 pm, rotating weekends.

#25-10191-5; Full-time, 3 pm-11 pm, rotating weekends.

The Lincoln Regional Center offers exciting career opportunities to work in the field of psychiatric and mental health nursing. Candidates will be working within a multidisciplinary treatment team to develop/implement psychiatric plans. REQUIREMENTS: Graduation from an accredited school of nursing as an RN and licensed to practice in Nebraska. New graduates welcome. Dependability and a positive working relationship in a team setting a must. **CLOSING DATE: OPEN UNTIL FILLED.**

LPN II; #25-11213-1; Lincoln Regional Center; \$15.30/hr. Part-time Temporary. Schedule: 3 pm–11 pm, days off to be determined. This position was incorrectly advertised previously as a full-time position in the Community Transition Program. The Lincoln Regional Center, a JACHO accredited psychiatric and mental health hospital, is seeking a part-time temporary LPN for the **Forensic Mental Health Services** Program on the 3 pm-11 pm shift. Duties include transcribing and administering medications, as well as providing direct patient care. REQUIREMENTS: Licensed in Nebraska as an LPN. Knowledge of medications and their side effects. Psychiatric experience and/or knowledge of psychiatric medications preferred. **CLOSING DATE: OPEN UNTIL FILLED.**

Certified Master Social Worker #25-10075-1; INTERNAL APPLICANTS ONLY; Lincoln Regional Center-Short Term Care Program; \$2859/mo. Schedule: Flex time as arranged, some evenings and weekends, primarily 8 am-5 pm. Closing date extended. The Lincoln Regional Center is seeking a Certified Master Social Worker for the Short Term Care Program, a 43 bed inpatient acute hospital setting serving patients with severe and persistent mental illnesses. This position in an adult acute treatment program will be a part of an interdisciplinary treatment team: provide psychosocial assessments; family, group, individual therapy; and discharge planning. REQUIREMENTS: Masters degree in social work; CMSW or CSMW eligible; experience in family, group and individual therapy; expertise in psychosocial evaluation of adults; experience in an interdisciplinary psychiatric setting; experience in clinical work with adult psychiatric patients desired. **CLOSING DATE: 05/27/05.**

Psychiatric Technician II On-Call Temporary #25-10313-3; Lincoln Regional Center; \$9.34/hr. Plus shift differentials. Part-time. The Lincoln Regional Center, a JCAHO accredited psychiatric and mental health hospital, is accepting applications for temporary on-call positions to work any of the three shifts: 6:45 am-3:15 pm, 2:45 pm-11:15 pm, 11:00 pm-7:00 am in any of the three programs: Adolescent and Family Services, Short Term Care, Community Transition. Provide direct care to psychiatric patients in a treatment or rehabilitation program. Direct care activities include assuring safety, providing for the physical needs and comfort of the patients and assisting with implementation of the patient's treatment plan. REQUIREMENTS: Must be 21 years of age for the Adolescent and Family Services Program. Prefer experience in a human service field. Must be able to participate in conflict management and assist with patient ambulation and transfers. Dependability and a positive working relationship in a team setting a must. For more information, please contact Lincoln Regional Center Human Resource Office at 402-479-5432. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Mental Health Security Specialist On-Call #25-11513; Lincoln Regional Center; \$10.79/hr. Plus shift differentials. On Call Temporary (8 to 40 hrs/wk). The Lincoln Regional Center, a JCAHO accredited psychiatric and mental health hospital, is accepting applications for temporary on-call positions to work any of the three shifts: 6:45 am-3:15 pm, 2:45 pm-11:15 pm, 11:00 pm-7:00 am in the Forensic Mental Health Services Program. Provide direct care to psychiatric patients in a treatment or rehabilitation program. Direct care activities include assuring safety, providing for the physical needs and comfort of the patients and assisting with implementation of the patient's treatment plan. REQUIREMENTS: Prefer experience in a human service field. Must be able to participate in conflict management and assist with patient ambulation and transfers. Dependability and a positive working relationship in a team setting a must. For more information, please contact Lincoln Regional Center Human Resource Office at 402-479-5432. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: OPEN UNTIL FILLED.**

Psychiatric Technician II #25-25559; Lincoln Regional Center; \$9.25/hr. Plus shift differentials. The Lincoln Regional Center, a JCAHO accredited psychiatric and mental health hospital, is accepting applications for on-going vacancies to work any of the three shifts: 6:45 am-3:15 pm, 2:45 pm-11:15 pm, 11:00 pm-7:00 am. Provide direct care to psychiatric patients in a treatment or rehabilitation program. Direct care activities include assuring safety, providing for the physical needs and comfort of the patients and assisting with implementation of the patient's treatment plan. REQUIREMENTS: Must be 21 years of age for the Adolescent and Family Services Program. Prefer experience in a human service field. Must be able to participate in conflict management and assist with patient ambulation and transfers. Dependability and a positive working relationship in a team setting a must. For more information, please contact Lincoln Regional Center Human Resource Office at 402-479-5432. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE.**

Mental Health Security Specialist II #25-25561; Lincoln Regional Center-Forensic Mental Health Services Program; \$11.21/hr. The Lincoln Regional Center, a JCAHO accredited psychiatric and mental health hospital, is accepting applications for on-going vacancies to work any of the three shifts: 6:45 am-3:15 pm, 2:45 pm-11:15 pm, 11:00 pm-7:00 am. Provide direct care to psychiatric patients in a treatment or rehabilitation program. Direct care activities include assuring safety, providing for the physical needs and comfort of the patients and assisting with implementation of the patient's treatment plan. REQUIREMENTS: Prefer experience in a human service field. Must be able to participate in conflict management and assist with patient ambulation and transfers. Dependability and a positive working relationship in a team setting a must. For more information, please contact Lincoln Regional Center Human Resource Office at 402-479-5432. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE.**

Psychiatric Specialist #25-10932; INTERNAL APPLICANTS ONLY; Lincoln Regional Center-Adolescent and Family Services Program; \$1723/mo. Schedule: covers all shifts as assigned. In addition to the duties of a Psychiatric Technician II, duties may include, but are not limited to, assisting with overall assessment of needs of the patient, attending treatment plan meeting, and developing routine living unit schedules. This position is responsible for working closely with the Adolescent and Family Services Program Director and Associate Director of Nursing to plan, organize, implement and evaluate the

programmatic educational and developmental needs for all AFS staff. Orientation of employees into the program, incorporation of Performance Improvement strategies into teaching curriculum, policy changes, coordination and completion of annual LRC and AFS program-specific staff education and training, active participation in program development and other initiatives as related to development and update of the Adolescent programs, development and continuation of activities designed to achieve and effectively maintain all unit licenses and accreditation. REQUIREMENTS: At least two years experience in the job classification of Psychiatric Technician II preferred. Must have completed Psychiatric Technician Foundation Training at the Lincoln Regional Center. Experience in a psychiatric rehabilitation setting to include behavior management programming and skill training. Prefer applicants who have completed Psychiatric Specialist Forum Training at the Lincoln Regional Center. Valid driver's license required. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 05/26/05.**

Food Service Cook #25-10648; Lincoln Regional Center-Dietary; \$1506/mo. Schedule: 10:30 am-7:00 pm, W/Th off. The Lincoln Regional Center, a JCAHO-accredited psychiatric and mental health hospital, is seeking a candidate who is skilled in quantity industrial cooking. On a rotation basis of four dining rooms, duties include preparing and serving of meals and special diets to patients; food service safety and sanitation; operating, cleaning and maintaining kitchen equipment. REQUIREMENTS: One year cooking experience in an industrial setting. Must be able to stand on feet for four hours and lift up to 40 lbs. **CLOSING DATE: 05/27/05.**

Barber/Beautician #25-11813; Lincoln Regional Center-Adolescent & Family Services Program; \$9.34/hr. Temporary on-call for up to one year hours will vary according to need. The Lincoln Regional Center, a JCAHO-accredited psychiatric and mental health hospital, is seeking Barber/Beautician to provide beauty and barber services to patients. Duties include: shampoos, haircuts, permanents, application of cosmetics, manicures, scalp treatments and sanitation of utensils. REQUIREMENTS: Must be able to work with mentally ill individuals. Must hold a cosmetology license as a barber or beautician in the State of Nebraska. **CLOSING DATE: OPEN UNTIL FILLED.**

Developmental Technician II; Beatrice State Developmental Center INTERNAL TRANSFERS: \$9.25/hr. NEW

| | | | |
|----------------|-----------|-----------------------|--------------|
| 418 Solar | #25-04077 | 2 nd shift | Tue/Wed off |
| 408 State | #25-03377 | 2 nd shift | Wed/Thur off |
| 418 Solar | #25-03332 | 1 st shift | Tue/Wed off |
| Area I Floater | #25-04554 | 3 rd shift | Wed/Thur off |

CLOSING DATE: 05/27/05

REOPEN:

| | | | |
|--------------|-----------|-----------------------|--------------|
| 408 State | #25-04537 | 1 st shift | Tue/Wed off |
| 414 Sheridan | #25-04191 | 1 st shift | Wed/Thur off |

OPEN TO ALL INTERNAL HHSS EMPLOYEES & EXTERNAL APPLICANTS:

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|------------------|-----------|-----------------------|-------------------------|
| Area I Floater | #25-03026 | 3 rd shift | Wed/Thur off |
| Area II Floater | #25-03402 | 3 rd shift | Tue/Wed off |
| Area III Floater | #25-03463 | 3 rd shift | Wed/Thur off |
| Area III Floater | #25-03746 | 3 rd shift | Tue/Wed off |
| Area I Floater | #25-03774 | 3 rd shift | Mon/Tue off |
| Area I Floater | #25-04020 | 3 rd shift | Mon/Tue off |
| Area III Floater | #25-04080 | 3 rd shift | Tue/Wed off |
| Area III Floater | #25-04120 | 3 rd shift | Tue/Wed off |
| Area III Floater | #25-04148 | 3 rd shift | Tue/Wed off |
| Area II Floater | #25-04156 | 3 rd shift | Mon/Tue off |
| Area I Floater | #25-04193 | 3 rd shift | Sun/Mon off |
| Hospital | #25-04261 | 3 rd shift | alt days every other wk |
| Area I Floater | #25-04555 | 3 rd shift | Tues/Wed off |
| 106 Kennedy | #25-03786 | 2 nd shift | Mon/Tue off |
| 106 Kennedy | #25-04422 | 1 st shift | Mon/Tue off |
| 108 Kennedy | #25-03974 | 2 nd shift | Mon/Tue off |

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|-------------------|-----------|-----------------------|----------------------|
| 202 Sheridan | #25-03361 | 2 nd shift | Wed/Thur off |
| 203 Kennedy Grp I | #25-04019 | 2 nd shift | Wed/Thur off |
| 203 Kennedy Grp I | #25-04021 | 2 nd shift | Wed/Thur off |
| 203 Sheridan | #25-04105 | 1 st shift | Thur/Fri off |
| 203 Sheridan | #25-04134 | 2 nd shift | Mon/Tue off |
| 205 Sheridan | #25-04368 | 2 nd shift | Tue/Wed off |
| 207 Kennedy | #25-04149 | 1 st shift | Tue/Wed off |
| 303 Sheridan | #25-03692 | 1 st shift | Tue/Wed off |
| 303 Sheridan | #25-04305 | 2 nd shift | Tue/Wed off |
| 305 Sheridan | #25-03761 | 1 st shift | Tue/Wed off |
| 305 Sheridan | #25-03929 | 2 nd shift | Mon/Tue off |
| 305 Sheridan | #25-04223 | 1 st shift | Tue/Wed off |
| 307 Sheridan | #25-03726 | 1 st shift | Tue/Wed off |
| 307 Sheridan | #25-04086 | 2 nd shift | Mon/Tue off |
| 402 State | #25-03713 | 1 st shift | Thur/Tue/Sat/Sun off |
| 402 State | #25-03851 | 2 nd shift | Tue/Wed off |
| 408 State | #25-04118 | 2 nd shift | Tue/Wed off |
| 408 State | #25-04537 | 1 st shift | Tue/Wed off |
| 412 State | #25-04549 | 1 st shift | Tue/Wed off |
| 413 State | #25-03765 | 2 nd shift | Tue/Wed off |
| 413 State | #25-04146 | 1 st shift | Wed/Thur off |
| 414 Sheridan | #25-04013 | 2 nd shift | Mon/Tue off |
| 414 Sheridan | #25-04191 | 1 st shift | Wed/Thur off |
| 415 Sheridan | #25-03606 | 2 nd shift | Tue/Wed off |
| 415 Sheridan | #25-04143 | 1 st shift | Tue/Wed off |
| 416 Sheridan | #25-03789 | 2 nd shift | Tue/Wed off |
| 416 Sheridan | #25-04376 | 2 nd shift | Mon/Tue off |
| 420 Solar | #25-03354 | 2 nd shift | Tue/Wed off |
| 422 Solar | #25-04296 | 1 st shift | Tue/Wed off |

Provide fundamental nursing care related to personal hygiene, grooming, meals and dressing. Provide behavior training following written plans. Administer medications and treatments. Establish and maintain a safe, clean working environment. REQUIREMENTS: Must be 18 years of age and able to speak, read and understand the English language. Must successfully complete Basic Nursing and Basic Applied Behavior Analysis training within 18 months of employment and attain/maintain Medication Aide Certification. Must be able to use proper body mechanics for heavy lifting. Dependability and a positive working relationship in a team setting a must. **CLOSING DATE: OPEN UNTIL FILLED.**

Developmental Technician III; Beatrice State Developmental Center INTERNAL TRANSFERS,
\$9.94/hr. NEW

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| 412 State | #25-04627 | 1 st shift | Sun/Mon off |
| 104 Kennedy | #25-04602 | 2 nd shift | Fri/Sat off |

CLOSING DATE: 05/27/05

REOPEN:

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|-----------|-----------|-----------------------|-------------|
| 418 Solar | #25-04517 | 1 st shift | Sun/Mon off |
| 422 Solar | #25-04527 | 2 nd shift | Sun/Mon off |

OPEN TO ALL INTERNAL HHSS EMPLOYEES & EXTERNAL APPLICANTS:

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|--------------|-----------|-----------------------|-------------|
| 202 Sheridan | #25-03544 | 1 st shift | Fri/Sat off |
| 203 Sheridan | #25-04534 | 2 nd shift | Fri/Sat off |
| 203 Sheridan | #25-04535 | 1 st shift | Sun/Mon off |
| 207 Kennedy | #25-04505 | 2 nd shift | |
| 207 Sheridan | #25-04609 | 2 nd shift | Sun/Mon off |
| 402 State | #25-04610 | 2 nd shift | Fri/Sat off |
| 408 State | #25-04564 | 2 nd shift | Sun/Mon off |
| 408 State | #25-04564 | 2 nd shift | Sun/Mon off |
| 414 Sheridan | #25-04586 | 2 nd shift | Fri/Sat off |

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|-----------|-----------|-----------------------|---------------------|
| 418 Solar | #25-04523 | 2 nd shift | Fri/Sat off |
| 422 Solar | #25-04524 | 1 st shift | Sun/Mon off |
| 422 Solar | #25-04527 | 2 nd shift | Fri/Sat off |
| 424 Solar | #25-04530 | 2 nd shift | Tue/Fri/Sat/Sun off |

Responsible for first level leadership, direction, and assistance to developmental technician (DT) staff in providing active treatment to persons served. Monitor living and training environments for compliance with policies and procedures including safety and infection control guidelines. Plan/coordinate staff and material resources to meet individual needs as directed by interdisciplinary teams, policies and procedures. Direct/perform fundamental care related to personal hygiene, grooming, meals, and dressing. Arrange for or perform habilitative training following written plans; participate in conducting classes and in-services for DT staff. REQUIREMENTS: Must have DT II status with Medication Aide Certification for at least six months. Skill in leadership, directing others, organization, diplomacy, delegation, analyzing activities/environments and role modeling. Dependability and a positive working relationship in a team setting are a must. **CLOSING DATE: OPEN UNTIL FILLED.**

Psychologist/Clinical #25-04691; Beatrice State Developmental Center; Salary: OPEN.

Develops, implement and evaluate psychological interventions. Complete psychological assessments and participate in the development of individualized program plans for individuals residing in a 24-hour ICF-MR health facility. Provide professional supervision to other staff as necessary. Serve as an Interdisciplinary Team member. Provide counseling and consultation as appropriate. May also provide services to the Outreach and Intensive Treatment Services (OAITS) Program. REQUIREMENTS: Doctorate degree in psychology and licensure as a psychologist in the State of Nebraska. College coursework in applied behavior analysis preferred. Must have excellent communication skills and be able to apply collaborative/facilitative approaches to gain input for problem solving, consensus building and team development. Will consider recent doctoral graduates and candidates eligible for licensure. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse Supervisor #25-03311-8; Beatrice State Developmental Center; \$18.25/hr. additional salary based on experience. Schedule: Hospital 2nd shift 3 pm-11 pm and then works every 6th weekend, 12 hr shifts. Responsible for the administrative supervision of RN's, LPN's and Developmental Technicians, assigned to the Second Shift within Acute Care/24 hour ICF/MR facility. DUTIES: directly supervise professional and direct care nursing staff and perform related administrative functions to include: coordinate and provide nursing inservice training; complete performance evaluations; facilitate and participate as an active team member in problem solving and work process efficiencies; interview and hire staff; complete staffing schedules; consult and serve as a liaison with other departments/disciplines, medical staff and supervisors to assure quality care; direct and coordinate nursing care, as needed for all campus clients to provide treatment, consultation and, in case of emergency, direct and telephone triage and implementation of emergency procedures. Perform direct nursing care, i.e., assessments, administration of medications, treatments, tube feedings, and special procedures. REQUIREMENTS: Graduate of an approved accredited school of nursing and current RN Licensure in the State of Nebraska plus 18 months of professional nursing experience. Successful management experience preferred or at least 2 years of direct leadership experience. Ability to maintain harmonious working relationships and to communicate effectively both orally and written. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse II #25-04678; Beatrice State Developmental Center; \$16.93 Plus additional salary based on experience. Living Unit Float Nurse – 3rd shift, varied days off and weekend. Performs professional nursing duties for a select group of individuals, including physical assessments, documentation, client interventions, assists with physician rounds, transcribes orders, maintains clinical records, and serves as a team member and patient advocate. Prepares for and attends, clinics and meetings as necessary, prepares annual nursing reports and provides assistance, direction and training to paraprofessional staff. Conduct CSM and bathing practica and medication follow-ups as scheduled. REQUIREMENTS: Graduation from an accredited School of Nursing as a Registered Nurse Must have at least two (2) years experience as a RN in MRDD. Must be self-motivated, able to function independently, organized, a Team Player, have the ability to maintain harmonious working relationships and is able to communicate both orally and in written forms. Must have a working knowledge of ICF/MR regulations and basic computer skills. Must be licensed in the State of Nebraska. **CLOSING DATE: OPEN UNTIL FILLED.**

Nurse II; Beatrice State Developmental Center; \$16.93 Plus additional salary based on experience. #25-03384; Hospital, 8-12 hr shifts with 7 am to 3 pm primary shift and evenings, works every 3rd weekend with alternating days off.

#25-03455-4; Hospital, 8 & 12 hr shifts with 7 am – 3 pm primary shift days and evenings, works every 3rd weekend with alternating days off.

Performs professional nursing duties for persons served in an Acute Care facility or 203/207 Kennedy including assessments, documentation, client interventions, assisting with physician rounds, transcribing orders, maintaining clinical records, medication and treatment administration, respiratory and IV therapy, and could involve emergency responses. Serves as a team member and patient advocate. Also, provides direction/training to the paraprofessional staff. REQUIREMENTS: Graduation from an accredited school of nursing as a Registered Nurse. Licensed to practice in the State of Nebraska, with two years experience as a RN in MRDD (may consider other training/experience in lieu of RN service). **CLOSING DATE: OPEN UNTIL FILLED.**

Pharmacist/Staff #25-03833; Beatrice State Developmental Center; Salary: OPEN. Schedule: M-F, 7:00 am-3:30 pm on call every 3rd weekend. This position is a non-classified position at the Beatrice State Developmental Center, a 24 hr ICF/MR facility. This position may include distribution, utilization, and storage of all pharmaceutical products in accordance with all regulations pertaining to the practice of pharmacy; maintain current patient medication profile, prepare and label otic, ophthalmic, and external medications for dispensing ; prepare annual psych clinic evaluations and attend Psych Clinics; attend pre-admission staffing and obtain medications medication profile on all pre-admissions; monitor pharmaceutical inventory and order as required. REQUIREMENTS: Must be a graduate of an accredited college of pharmacy and licensed with the State of Nebraska to practice pharmacy. Must obtain a minimum of 30 hours of continuing education in pharmacy biennially for relicense. **CLOSING DATE: OPEN UNTIL FILLED.**

Pharmacist/Clinical #25-04042-2; Beatrice State Developmental Center; Salary: OPEN. Schedule: M-F, 7:00 am-3:30 pm on call every 3rd weekend. Under limited supervision, performs professional clinical pharmacy work of a highly skilled and specialized nature in a state hospital/institution. The work involves compounding medications and dispensing prescriptions as prescribed by a Physician, Physician Assistant, or Dentist, determining standards, and ensuring proper dosages. Incumbents perform clinical pharmacy functions such as patient education and counseling, participation in treatment planning and review, and consultation with medical staff regarding drug therapy. This is a non-classified position. REQUIREMENTS: Must be a graduate of an accredited college of Pharmacy. Pharm. D degree, or if not Pharm. D. a B.S. degree plus residency or Board Certification eligibility in preferred areas is required. Must be licensed to practice pharmacy in Nebraska, or eligible for reciprocity. Must obtain Continuing Education requirements as needed for relicensure. Preferred – Successful completion of Accredited residency, psychiatric, geriatric, or general, or Board Certification in Psychiatry, or Pharmacotherapy, or Geriatric. Preferred – Previous experience, including hospital, unit dose, I.V. therapy, long term care. **CLOSING DATE: OPEN UNTIL FILLED.**

Food Service Assistant; Beatrice State Developmental Center; \$8.08/hr.

Part-time, Temporary. Schedule: 4:30 pm-7:30 pm

#25-03115-15, Wed/Thur off

#25-03107-12, Tue/Wed off

Work on trayline for dinner meal in one of eight stations. Deliver and retrieve food carts to and from living units as per time designated. Wash food carts, place in designated positions and place special equipment pans on correct meal carts as needed. Work in dishroom or pan room, responsible for sanitation in work area. REQUIREMENTS: Ability to follow instructions and procedures of routine duties. Knowledge of various kitchen equipment and utensils; and of food sanitation standards. Ability to communicate with public and individuals served. Knowledge of safety practices and ability to work harmoniously with co-workers. Must be able to stand on feet 3 hrs and lift up to 50 pounds. **CLOSING DATE: 05/20/05.**

Food Service Assistant #25-03097-13; Beatrice State Developmental Center; \$8.08/hr. Part-time, Temporary. Schedule: 4:30 pm-7:30 pm. Work on trayline for dinner meal in one of eight stations. Deliver and retrieve food carts to and from living units as per time designated. Wash food carts, place in designated positions and place special equipment pans on correct meal carts as needed. Work in dishroom or pan room, responsible for sanitation in work area. REQUIREMENTS: Ability to follow instructions and procedures of routine duties. Knowledge of various kitchen equipment and utensils; and of food sanitation standards. Ability to communicate with public and individuals served. Knowledge of safety practices and ability to work harmoniously with co-workers. Must be able to stand on feet 3 hrs and lift up to 50 pounds. **CLOSING DATE: 05/31/05.**

Food Service Cook; Beatrice State Developmental Center; \$8.39/hr. Full-time.

#25-03057-3, 6:00 am-2:30 pm, Tue/Wed off

#25-03108-3, 5:30 am-2:00 am, Mon/Tue off

Prepare, season, and cook food following large standardized recipes; prepare five consistencies of cooked foods; check daily special menus of individuals served, for special foods needed at the meal; place prepared foods in trayline steam table and Coed Dining room warmer; check menu for following day for preparation of foods items needed to be prepared in advance; and, responsible for sanitation in work area. REQUIREMENTS: Ability to follow large institutional recipes; knowledge of food sanitation standard; knowledge of various kitchen equipment and utensils; ability to communicate with public and individuals served; knowledge of safety practices and ability to work harmoniously with co-workers. Must be able to stand on feet for 8 hours and lift up to 50 pounds. Must complete food safety and HACCP training. Previous food service in large setting experience is beneficial. **CLOSING DATE: 06/03/05.**

Vehicle Operator II #25-04864-2; Beatrice State Developmental Center \$8.68/hr. Schedule: 8 am-4:30 pm, Sat/Sun off. Operate various light to heavy work vehicles to transport passengers, supplies or equipment; pick up and deliver passengers, freight or equipment on or off campus; services all vehicles and assist with maintenance and repair of vehicles; clean and wash parts and motors. REQUIREMENTS: Must have valid driver's license with an excellent driving record. Must have a CDL along with a bus endorsement within 30 days of hire. Must be able to lift 70 pounds and push a 200 pound wheelchair into trailer. Demonstrated working knowledge of power and hand tools used in repair of vehicles. Driving records will be checked. Dependability a must and excellent working relationships. Experience in transportation is preferred. **CLOSING DATE: 05/27/05.**

Laundry Worker II #25-04935; Beatrice State Developmental Center; \$7.52/hr. Part-time. Schedule: 7:30 am-11:30 am, Sat/Sun days off. Semi-skilled work in operation of laundry equipment and processing of laundry requiring skill and judgment with close attention to accuracy. Sort soiled and clean laundry; washes, dries, and finishes laundered items using commercial type laundry equipment; weigh, fold, count and distribute laundry driving the laundry truck to various buildings; responsible for cleaning work area. REQUIREMENTS: Eight grade education plus six months experience in commercial laundry operation. Knowledge of commercial type laundry equipment, laundry chemicals and their use; ability to work under high temperature and humidity with good reading and writing skills. Must have a State of Nebraska Driver's License. **CLOSING DATE: OPEN UNTIL FILLED.**

Protection & Safety Worker/Trainee #25-37415; INTERNAL APPLICANTS ONLY; Lincoln; \$2141-2474/mo. Schedule: Days/M-F, plus some additional hours. Promotion to Protection & Safety Worker will typically occur at six months; required training will continue as will probationary status for total of one year. Untrained applicants are required to view a 25-minute video, providing a realistic job preview of this profession prior to interviewing by contacting Workforce Development offices, the University of Nebr. School of Social Work, State Personnel (Lincoln), or other sites. This is an ongoing caseload assignment. Will investigate allegations of abuse/neglect. Visit homes, conduct family assessments, establish safety plans, and initiate court interventions. Develop, implement, and evaluate treatment plans; authorize, coordinate, and provide family services. Prepare cases with appropriate legal staff and testify in court. Develop community resources; work with schools, law enforcement, and mental health providers; inform the public of protection and safety services. Perform crisis intervention. Prepare documentation, correspondence, and court reports. Casework may be with children/juveniles who have been adjudicated as delinquent or status offenders. REQUIREMENTS: Bachelors degree required; prefer Bachelors degree

in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related area. After hire, must be certified in training which de-escalates and manages communication and physical interactions (MANDT). Valid driver's license required. Within your State Employment Application address how your background enables you to fulfill the responsibilities of this position, including all casework experience. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 05/31/05.**

Case Aide #25-37424-1; Lincoln-Gold's; \$9.34/hr. Full-time. Schedule: Days/M-F. Previous applicants will be considered and not reapply. Duties include providing paraprofessional support for protective services and related staff/units by completing and processing forms, mail and correspondence, and closed files-including filing, photocopying, faxing, answering multi-line phone system, transferring calls to appropriate staff; requires extensive and ongoing public contact. Computer work includes loading into and searching data in Nebraska Health and Human Services computer system. May provide and/or arrange for transportation service for clients. REQUIREMENTS: At least one year of experience working with the community/public plus recent computer experience with knowledge of word processing and spreadsheet systems. Prefer secretarial or receptionist experience. Need ability to interact with persons of diverse backgrounds and to effectively relate to customers in difficult situations. Prefer exposure to client services delivery setting plus N-FOCUS and CWIS computer systems knowledge. Prefer valid driver's license and verified good driving record plus access to reliable and insured vehicle for possible on-the-job use (mileage reimbursement provided). Should be knowledgeable in computer systems for MSOffice, Word, and Excel. Typing/keyboarding skills needed. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 05/23/05.**

Case Aide #25-37208-1; Lincoln-Gold's; \$9.34/hr. Schedule: M-F, days. Previous applicants will be considered and not reapply. Provides paraprofessional support to case managers in economic assistance unit. Assist customers with applications process, verify eligibility for services, and schedule appointments. Direct inquiry/complaint calls to appropriate sources, answer multi-line phones, take messages, process mail, typing/keyboarding, and maintain files. May arrange for transportation services for or on behalf of clients. REQUIREMENTS: Prefer at least one year of experience working with the community/public in a human services setting plus recent computer experience with knowledge of word processing and spreadsheet systems. Prefer secretarial or receptionist experience plus post-secondary education in the human services field. Need ability to interact with persons of diverse backgrounds and to effectively relate to customers in difficult situations. Prefer exposure to client services delivery settings, N-FOCUS/CWIS computer systems knowledge, and Spanish-English bilingual skills (speaking, reading, and writing). **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 05/23/05.**

Protection and Safety Supervisor #25-36505; Beatrice; \$3074/mo. Schedule: M-F, plus some additional hours. Will provide supervision, direction, support, etc. for all program areas of Child Welfare work including but not limited to Initial Assessments, Ongoing, OJS, and Adoptions; only work excluded is intake. Perform full range of supervisory duties such as hiring, evaluating staff performance, staff development, etc. Work with community in developing relationships and partnerships to enhance protective services for children and families. Community contacts could be with schools, courts, law enforcement personnel, county attorneys, and other available resources. REQUIREMENTS: Bachelors degree in social work, psychology, sociology, counseling, human development, mental health care, education, or closely related academic area AND experience performing casework activities in counseling, protective services, alcohol/drug abuse, juvenile justice/probation or social services delivery. Desire experience as a supervisor or assisting a supervisor within a protective services/case management function or program. Prefer a Masters degree. **CLOSING DATE: 05/31/05.**

Youth Security Specialist II #25-44082-1; INTERNAL APPLICANTS ONLY; YRTC-Geneva; \$11.21/hr. Part-time, schedule: 32 hrs/wk; hrs worked could vary between 7:00 am-11:00 pm. Provides supervision and general youth care. Monitors safety and security of youth. Performs scheduled duties including meal preparation and housekeeping. Distributes medications as prescribed and administers first aid and CPR as required. Responds to crisis situations and de-escalates youth as needed. Ability to work in moderate to high stress required. Work will include physical stamina/strength, standing, walking, and

occasional lifting. REQUIREMENTS: Post high school education in social work, criminal justice, counseling and guidance, human development, psychology, mental health, social behavior science or related areas OR two or more years experience in mental health treatment or youth services. MUST possess valid driver's license or provision of independent transportation. **CLOSING DATE: 05/31/05.**

Youth Security Specialist I #25-44112; YRTC-Geneva; \$9.70/hr. Part-time, schedule: hrs worked will be from 11:00 pm-7:00 am. Provide supervision and general youth care. Monitor safety and security of youth. Perform scheduled duties including meal preparation and housekeeping. Distribute medications as prescribed and administer first aid and CPR as required. Respond to crisis situations and de-escalate youth as needed. Ability to work in moderate to high stress required. Work will include physical stamina/strength, standing, walking, and occasional lifting. REQUIREMENTS: Post high school education in social work, criminal justice, counseling and guidance, human development, psychology, mental health, social behavior science or related areas OR two or more years experience in mental health treatment or youth services. MUST possess valid driver's license or provision of independent transportation. **CLOSING DATE: OPEN UNTIL FILLED.**

HHSS Behavioral Health Office of Consumer Affairs Program Administrator #25-60429; West Campus, Admin Bldg #14, Lincoln; Salary: OPEN. Full-time. Schedule: M-F, 8-5 NOTE: Those who previously applied for this position and wish to be considered, must call Sandie at 402-471-9246. Develop a plan and processes to work in close collaboration with consumers of substance abuse, mental health and gambling services; professional staff; state administrators; behavioral health regions; provider staff and administrators; elected officials; and the public to advocate for consumer views and achieve meaningful involvement and participation of consumers in the state behavioral health system. Develop and implement a formal process for responding to consumer complaints/grievances and resolve concerns. Provide staff support to State Behavioral Health Council; develop plan for consumer participation in regional/state system policy-making and advisory bodies; manage grant application development; and supervise staff. REQUIREMENTS: Bachelors degree with progressively responsible experience in programs related to health and human services involving consumer related issues; resolution, monitoring, and evaluation of service delivery; and creative problem-solving. Must identify qualifications demonstrating the ability to role model successful substance abuse, mental health and/or gambling recovery in a positive, supportive way to consumers, elected officials, co-workers, professional staff, providers and the public; and ability to maintain full time employment. Must be a current or previous consumer of substance abuse, mental health or gambling services. Submit resume with State Application form. (HHSS-Human Resources Division, P.O. Box 95026, Lincoln, NE 68509-5026. Questions? Call Sandie at 402-471-9246 or visit <http://www.hhs.state.ne.us/hur/job/list/ConsumerAffairsFlyer.pdf> for more information. **CLOSING DATE: OPEN UNTIL FILLED.**

HHSS Program Coordinator (Disability Grants Coordinator-working title) #26-71065-2; NSOB-5th Floor Lincoln; \$3074/mo. Schedule: M-F, 8-5. Manage multiple federal grants, task forces, advisory groups and contracts. Emphasis on eliminating barriers to employment, programs and services for persons with disabilities. Implement education/outreach efforts, grant/report writing, budget/financial management. REQUIREMENTS: Bachelors degree in related field required. Masters degree preferred. Knowledge and understanding of disability services systems. Experience in grant writing, project management, working with persons with disabilities and working with Medicaid and Social Security benefits. Excellent verbal, written, public speaking and computer skills. **CLOSING DATE: OPEN UNTIL FILLED.**

Office of Juvenile Services Administrator #25-43001; Protection & Safety, NSOB-3rd Floor Lincoln; Salary OPEN. Schedule: M-F, 8-5. Oversee the Office of Juvenile Services. Appointed by the Governor, supervised by the Director of Health and Human Services (HHS). Responsible for statewide development, implementation and evaluation of juvenile justice programs and services. Work with State, Federal and local stakeholders. Manage programs and services at Youth Rehabilitation and Treatment Centers. Coordinate program planning, service integration, and quality assurance related to children and adolescents in the care or custody of HHS. Develop and implement rules, regulations and operational protocol/practice. Supervise professional and supervisory staff. REQUIREMENTS: Bachelors degree in Criminal Justice or related human services field. Masters degree preferred. Must have 5 years juvenile justice experience; including supervision and experience with programs/services impacting children with

emphasis on family involvement, individualized treatment, and cultural competence. Knowledge of juvenile justice networks; correctional, treatment, and rehabilitation facility operation; court processes and state statutes related to juvenile justice. Effective written and verbal communication, interpersonal, and critical thinking skills. Microsoft computer program experience. Must have a valid driver's license and able to travel statewide. Send resume to: HHSS - Human Resources Division, P O Box 95026, Lincoln, NE 68509-5026. **CLOSING DATE: OPEN UNTIL FILLED.** For more information, call 402-471-4699 or use website: <http://www.hhs.state.ne.us/hur/job/list/OJSAdministratorFlyer.pdf>

HHSS Program Coordinator (Early Intervention Program Coordinator-working title) #25-20276; NSOB-5th Floor-Lincoln; \$3073/mo. Schedule: M-F, 8-5. Collaborate with Nebraska Department of Health and Human Services and Nebraska Department of Education to provide a statewide network of services for Early Intervention/Early Development Network for infants/toddlers with disabilities and their families. Implement grant/report writing, budget/financial management, project management. Oversee contracted services, manage tracking systems, train staff, provide technical assistance and conduct quality assurance. REQUIREMENTS: Bachelors degree in related field. Masters degree preferred. Experience working with Early intervention services and family centered services delivery, grant/report writing, team building, project management and budgeting. Excellent verbal, written, public speaking and computer skills. **CLOSING DATE: OPEN UNTIL FILLED.**

HHSS Program Coordinator #25-20238; NSOB-5th Floor-Lincoln; \$3073/mo. Schedule: M-F, 8-5. Provide direction and consultation to staff of Area Agencies on Aging statewide regarding Senior Care Options, the Medicaid Aged and Disabled Waiver program, and other projects relating to issues of aging. Manage contracts including monitoring contractor performance and expenditure of funds. Develop, clarify, and interpret regulations and procedures. Develop and present training to staff, contractors, and community partners. Represent State Unit on Aging in agency and community efforts to enhance service delivery to Nebraska's aged population. REQUIREMENTS: Bachelors degree in gerontology, social service, public administration, or related field; OR RN Diploma in Nursing. Program management experience in human services setting required, with preference for focus on serving older persons. Must demonstrate understanding and commitment to philosophies of home and community-based services including client-centered, self-direction, and maximizing independence. Excellent communications skills; knowledge of community resources and Department of Health and Human Services (HHS) programs for older persons. Experience with HHS automated data systems preferred. Some travel and valid driver's license required. **CLOSING DATE: 05/31/05.**

HHSS Program Specialist (HHSS Home and Community Services Program Specialist-working title:) #25-20268-2; NSOB-5-Lincoln; \$2859/mo. Full-time. Schedule: M-F,8-5. Responsible for statewide planning, policy development, technical assistance and plan development for Nebraska Medicaid Personal Assistance Program, Home and Community Based Waiver for Aged Persons or Adults or Children with Disabilities and the Social Services Block Grant Program. Develop policies/procedures and program standards/service rates and service reports; research national best practices; interpret federal/state laws/regulations; and provide technical assistance to agency staff, providers and clients. Coordinate and deliver program training, program monitoring, and quality assurance activities with local staff and contracted entities. Responsible for analysis of program budgets and service utilization trends. Serve as team member of various committees and task forces. REQUIREMENTS: Registered Nurse, or Bachelors degree in the social/behavioral sciences, public administration, special education or related field and experience working in a human service setting. Requires experience in program coordination and management. Prefer knowledge of computer systems specific to the Health and Human Service System including N-FOCUS. Knowledge and/or experience using email, preferably Lotus Notes. Preference given to experience working with the elderly and adults with disabilities. **CLOSING DATE: OPEN UNTIL FILLED.**

Child Support Enforcement Operations Specialist #25-46507-1 & 46429; Services-West Campus-Lincoln; \$2474/mo. Schedule: M-F, 8-5. Receive, evaluate and resolve questions/inquiries from individuals and public/private entities. Conduct administrative reviews of cases submitted for enforcement. Represent Department in Administrative Hearings. Examples of administrative enforcement programs involved: Tax Refund Intercept Program, Administrative Offset, Passport Denial, Consumer Credit Reporting, and License Suspension. Interpret court orders, modifications, stipulations, property settlement agreements, other legal documents, court payment records to resolve intra and interstate collection and distribution problems, or for possible modification of child support. Negotiate repayment agreements with customers for alleged overpayment. Receive, research and respond to questions/inquiries regarding intra and interstate issues including legal jurisdiction. REQUIREMENTS: Bachelors degree preferred. Required 24 hours post high school education and/or experience in fields related to investigation, research, problem solving methods, accounting, or paralegal studies. Experience preferred in the following: Eligibility determination experience and ability to work with detail/numbers; child support enforcement and working with clerks of court and county attorneys; good customer service skills; interpreting and applying state and federal regulations; Microsoft Word and Excel. Ability to use a personal computer effectively. **CLOSING DATE: 06/02/05.**

Nursing Services Surveyor Consultant II #20-86908; R&L-Credentialing, NSOB-3rd Floor-Lincoln; \$17.76/hr. plus additional salary based on experience. Schedule: M-F, 8-5. Surveys/inspects health care facilities for conformance with State and Federal regulations; provides education to providers of health care facilities to ensure health care needs of residents/patients are being met. Primary survey responsibilities are in both Federal certification and State Licensure programs for long term care facilities. REQUIREMENTS: Current Nebraska Registered Nursing license or eligibility for the same. Must have coursework/training in professional nursing and experience in geriatrics/long-term care, nursing administration, teaching or surveying health care facilities. Desire knowledge of interviewing and counseling techniques; the principles of public health and medical care facilities equipment, construction and safety. Frequent day/overnight travel. May work irregular hours to accomplish surveys. **CLOSING DATE: 06/16/05.**

Research Analyst I #26-77468-3; NSOB-5th Floor-Lincoln; \$2141/mo. Schedule: M-F, 8-5. Assist in preparing/calculating fiscal impact estimates for proposed federal/state policy or legislation. Utilize mathematical or statistical calculations to determine trend information and analysis. Assist in preparing budget projections and monitor expenditures. Modify, maintain and submit computer programs to extract data. Prepare tables, charts, graphs and statistical/narrative reports. REQUIREMENTS: Post high school coursework or experience in researching/analyzing data, issues, policies and demographic information. Prefer Bachelors degree in a related field. Excellent analytical, communication and research skills; coursework or experience in the use of PC spreadsheets, tables, graphs, descriptive and inductive statistical methods. Ability to analyze/interpret numerical data, charts and tables, formulate conclusions based on data analysis; summarize data into charts, graphs, tables and narrative reports; calculate solutions to mathematical problems. **CLOSING DATE: 05/26/05.**

Administrative Assistant I #25-46227; INTERNAL APPLICANTS ONLY; Food Programs-NSOB-5th Floor-Lincoln; \$2141/mo. Schedule: M-F, 8-5. Coordinate/monitor The Emergency Food Assistance Program (TEFAP); requisition food from USDA using the Electronic Commodity Ordering System; prepare orders and shipment of USDA food to Food Banks and Pantries across state; coordinate pick-up of orders from central warehouse; receive/verify and prepare documentation for payment of bills from food banks; receive in/process out inventory, balance with warehouse; process agreements of agencies once yearly and new agencies and prepare for signature; monitor food bank and pantry inventory using quarterly reports; track TEFAP grant; perform reviews on agencies as required by federal regulations; calculate and file claims for all food distribution programs; answer phones, file, perform daily office operations; help with special projects when requested; fill in for other food distribution staff when needed/requested. REQUIREMENTS: Experience with Microsoft Word, Excel, managing filing systems, and ability to work independently or in-group activities. **CLOSING DATE: 05/27/05.**

Administrative Assistant I #20-82335; R&L-State Health Lab-3701 South 14th Street-Lincoln; \$2141/mo. Schedule: M-F, 8-5. Coordinate/monitor Nebraska Environmental Laboratory Accreditation Program; procurement of lab equipment, supplies and services using Nebraska Information System (NIS); provide administrative support to lab management; maintain lab website; responsible for biannual lab customer survey; revise and publish annual lab client reference manual; research and prepare reports for analyzing lab budget; monitor retention/storage of laboratory data, meeting coordination and public relations. REQUIREMENTS: Prefer post secondary degree in business/management or health/human services and two years experience with the following: Nebraska Information System (NIS), Microsoft Office software, project management/coordination, organizing/managing filing systems, databases, developing records storage protocols, customer service. **REQUIRES COMPLETION OF SUPPLEMENTAL QUESTIONNAIRE ON OR BEFORE CLOSING DATE: 05/26/05.**

Reimbursement Clerk #26-77133; INTERNAL APPLICANTS ONLY; F&S-West Campus; \$1871/mo. Schedule: M-F, 8-5. Prepare and file third party insurance, Medicare and Medicaid reimbursement claims; enter and retrieve data on computer terminal; receive and reconcile payments and perform other clerical and support duties as needed. REQUIREMENTS: Post high school coursework in accounting or business administration with one year of demonstrated accounting experience. Experience in debt collections, and obtaining payments for health services and third party reimbursement. Must be computer proficient and have excellent communication skills. **CLOSING DATE: 05/27/05.**

Staff Assistant I #26-79328; F&S-NSOB-5th Floor-Lincoln; \$1740/mo. Schedule: M-F, 8-5. Process purchase orders for Health and Human Services System (HHSS) Service Contracts in the Procurement Module of NIS (NE Information System). Review and analyze purchase orders and contracts under limited supervision. Assist managers and staff in collection of supporting documents required for NIS process and data entry. Assist in loading new Service Contracts and updating current contract information in NIS. Provide assistance with NIS data related to contracts under direction of supervisor. Provide general office support to Support Services as needed. Assist in monitoring, filing and retrieving contracts and documents from Central Repository as required. REQUIREMENTS: Post high school education, training or work experience in office support practices including use of word processing and spreadsheet software. Experience of principles and practices of record keeping and accounts receivable/payable methods and procedures. Prefer experience with MS Word, Excel, Lotus Notes and NIS (NE Information System). Good communication skills and ability to work in a diverse work environment. **CLOSING DATE: 06/02/05.**

Staff Assistant I #20-80126-2; R&L-Office of Oral Health, NSOB-3rd Floor, Lincoln; \$1740/mo. Full-time. Schedule: M-F/8-5. Previously posted with a closing date of 3/17/05 prior applicants are still being considered and need not reapply. Provide variety of dental health support functions, report to Dental Health Director. Answer phones, schedule meetings, prepare agendas, record and transcribe minutes, file, type, arrange travel, draft letters and conduct large mailings. Data entry, spreadsheet preparation, monitor budget, grant preparation, file reimbursements, maintain status reports, monitor deliverables under contract and order supplies/materials. REQUIREMENTS: Must have excellent communication skills, strong organizational skills and the ability to meet deadlines; computer skills/experience using Lotus Notes, MS Word, Excel and NIS Accounting System or similar programs. Experience in word processing, desktop publishing, electronic mail, data entry, spreadsheets, databases and letter/report writing. Strong math/budget skills preferred. **CLOSING DATE. 05/26/05.**

Data Entry Operator #26-77916-5; Accounting-5th Floor-Lincoln; \$1401/mo. Schedule: M-F, 8-5. Under general supervision, operate a personal computer used to enter data into computer storage; process records and reports for entry into computer storage, perform related work as required. Perform data entry for processing payments. REQUIREMENTS: Experience in performing data entry functions and knowledge of data entry techniques and procedures. Ability to operate a personal computer, file and retrieve materials using alphabetical and numerical filing systems; code information in accordance with an established system; read and understand accounting and computer application operating manuals; understand and follow instructions. Candidates selected for interview will be required to complete a data entry test. **CLOSING DATE: 05/26/05.**

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